



APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

PLEASE NOTE THE FOLLOWING AND READ THE ACCOMPANYING NOTES FOR GUIDANCE
BEFORE COMPLETING THIS APPLICATION

Under The Education (Pupil Registration) (England) (Amendment) Regulations 2013: Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application

Pupil Name		Date of Birth		Class/Form/Year	
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Home Address					
Postcode					

First Date of Absence		Date of return		No. school days absent	
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THIS SECTION MUST BE COMPLETED

Exceptional reason for absence (please use separate sheet if necessary)

Siblings at other schools		
Name:	Date of Birth	School attended

Name of parent (who child resides with)			
Mobile telephone no.		Home tele no.	
Email address			
Signature of parent			

FOR HEADTEACHER

DATE RECEIVED		DATE ASSESSED	
EXCEPTIONAL REASON ACCEPTED	YES/NO		
DATE DECISION LETTER SENT		FPN REQUESTED	YES/NO
HEADTEACHER SIGNATURE			