

**APPLICATION FOR PUPIL LEAVE OF ABSENCE  
IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME**

This form should be completed by the parent/carer and returned to the school as far in advance as possible and at least **6 weeks** before the first date of the period of leave being requested. Parent/carers must obtain the schools permission **before making any arrangements** for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised.

**No parent/carer can demand Leave of Absence as a right.**

The Education regulations state that applications for leave must be made in advance by a parent/carer with whom the child lives and can only be authorised by the headteacher in exceptional circumstances. Each application will be considered individually by the school.

The following are examples of the criteria for Leave of Absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment
- Where inflexibility of the parent/carers leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company
- Where leave is recommended as part of a parent/carers or child's rehabilitation from medical or emotional problems. Evidence must be provided
- When a family needs to spend time together to support each other during or after a crisis

This is not an exhaustive list and headteachers will consider the individual circumstances of each case when making a decision on this matter. Where a headteacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the local authority for advice. The decision of the headteacher is final. Parent/carers who take a child on leave in term time without the permission of the school risk being issued with a Penalty Notice for unauthorised absences.

Before completing this application parent/carers are asked to seriously consider the effect on their child's continuity of education.

Taking a child on leave during term time interrupts teaching and learning and can disrupt your child's educational progress.

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Name of Pupil(s)

Class (es).....

Home address:

Telephone number:

I request permission for my child/children to be absent from Barkisland Cof E (VA) Primary School from ..... to .....

Total number of school days .....

**Exceptional circumstances for request:**

(this section to be completed in full and against stated criteria, supporting evidence **must** be attached)

Signature of parent/carer

Date

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**For school use only**

Received by headteacher (signature) ..... Date .....

Leave of absence granted/denied

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**To be returned to parent/carer**

Leave of absence for (name/s of pupil/s).....  
from ..... to ..... has been  
granted/denied

Signature of headteacher.....

Date .....