



Albany Infant and Nursery School

APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

The Government has made amendments to the Education Regulations 2006 to begin 1st September 2013, promoting good attendance and reducing absences, including persistent absences. It states that head teachers may not grant any leave of absence for holidays during term time unless there are "exceptional circumstances".

Parents needing leave of absence due to "exceptional circumstances" should complete this form at least four weeks before the anticipated start date. Applications should be made before the leave is arranged, otherwise it may not be granted.

This form should only be completed once an initial discussion has taken place with the Head Teacher.

Pupil's Name
Class

I wish to apply for my child to be absent from school during the following dates:

First day of absence:
Last day of absence:

Total number of school days missed:

Reasons for absence from school:

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I understand that any leave of absence that is not an exceptional circumstance will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.

Name of Parent/Carer making application (Mr/Mrs/Miss/Ms)

Signed
Date.....

OFFICE USE ONLY:

Child's current attendance: _____ %

Exceptional circumstances: Yes/No
Request for penalty notice: Yes/No