



APPLICATION FOR STUDENT 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. Parents/Carers must obtain the school's 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 of 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 school in exceptional circumstances. Each application is considered individually by the school.

Please note: Under the new regulations the Headteacher will not class any term time holiday as exceptional.

The Headteacher will consider the individual exceptional circumstances of each case when making his decision. The decision of the Headteacher is final. Parents/Carers who take a child on leave in term time without the permission of the school risk being issued with a penalty notice fine for unauthorised absences.

Taking a student on leave during term time interrupts teaching and learning and can disrupt educational progress. Before completing this application Parents/carers are asked to consider the effect on their child's continuity of education.