

Decision:

Signed by:

Date:

Received by:

Date:

Longford CofE Primary School – Leave of Absence Request

Please note that there is no automatic right for pupils to be granted authorised absences for family holidays or other reasons. In 2013, amendments to the Education (Pupil Registration) (England) Regulations 2013 state that Headteachers may not grant any leave of absence during term time, including holidays unless there are exceptional circumstances.

Any requests must be made on this form and sent to the office at least 2 school weeks (not including school holidays) prior to any leave being taken - leave cannot be given retrospectively. Exceptional circumstances must be evidenced by a letter. To take a holiday in term time because the cost is cheaper is NOT an exceptional circumstance.

Longford CofE Primary School considers every request for leave in relation to the individual pupil, this is regardless of their wider attendance. We will consider and process this application then return it to parents with a decision within 10 school days.

Name of Pupil:	Class:	Date of Birth:
Address:		
Printed name of Parent/Carer making application:		
Total Number of <u>school</u> days requested:		
from (first day) to		
Reason for term time leave of absence request (evidence to be attached)		
Does your child have any brothers or sisters attending other schools? YES/NO (If YES please write their names and schools below)		
Name of brother(s)/sister(s)	School Attended	
Signature:	Date:	

