

# How Wood Primary School Application for Leave of Absence



The 2013 amendments to the 2006 Education (Pupil Registration) (England) Regulations specify that head teachers may **not** grant any leave of absence during term time unless there are “exceptional circumstances”.

This is interpreted as:

“...being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time.”

Examples could include:

- Service personnel returning from/scheduled to embark on a tour of duty
- Bereavement or family crisis
- Significant family event

The merits of each individual request will be evaluated against the exceptional circumstances and details given. This will be supported by the evidence considered by the school. If your child is absent from school because of a holiday which has not been agreed, this will be classified as an unauthorised absence.

Name of Pupil: ..... Class: .....  
Date of leave of absence from \_\_\_\_\_ to \_\_\_\_\_ No. of days \_\_\_\_\_

Please state the reason for the request for leave of absence. Please provide as much detail as possible. Continue on a separate piece of paper if required.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Office use only	Assessment of Information
When is the request for? September is critical for transition. Exams and tests should be avoided.	
Pupil's attendance level is? (Up until Autumn half term use the % figure from the previous year).	
Delete where appropriate	REQUEST APPROVED/REQUEST DENIED
Reason and further information:	

Completed by: .....

Date: .....