



Monkston Primary School

Application for Leave of Absence – Exceptional Circumstances

The staff and governors are confident that parents share our wish that all children make the most of their skills, talents and opportunities. Regular attendance at school is vital if we are to achieve this aim. Without regular attendance, the learning process is disrupted and unsatisfactory, consequently children do not achieve their full potential. Parents are strongly urged to avoid taking their children out of school during term time as this significantly affects educational progress.

Amendments to the **Education (Pupil Registration) (England) Regulations 2008** make it clear that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of school days a child can be away from school if leave is granted.

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

I have noted the above and request that my child(ren) be granted leave of absence due to the exceptional circumstances detailed below:

Dates:

From \_\_\_\_\_ To \_\_\_\_\_ (inclusive dates)

Application for leave of absence authorised

Application for leave of absence unauthorised  Reason why absence has not been agreed:

Due to government regulations, I am unable to authorise any term time holiday.

Other:

Non-attendance history for the year:

Signed \_\_\_\_\_ Headteacher Date: \_\_\_\_\_