



## APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Amendments have been made to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment) Regulations 2013**. Attendance at school is expected to be 100% and principals/head teachers may not grant any leave during term time unless there are **exceptional or unavoidable reasons for absence**. Such circumstances are defined as rare, significant and short.

If you believe that there are exceptional or unavoidable circumstances that warrant the need to take your child out of school during term time, please complete this form and return it to the School Attendance Officer, with supporting paperwork, providing at least 10 school days notice, where circumstances allow.

Please note that leave taken after an application has not been authorised, will be recorded as unauthorised absence on the school register and **may result in the serving of a Penalty Notice by the Local Authority, to each parent, or possible legal proceedings.**

I request that the following student(s) (please include siblings at Hinchingbrooke School)

NAME OF STUDENT(S)

\_\_\_\_\_

YEAR/TUTOR GROUP(S) \_\_\_\_\_

be granted leave of absence from Hinchingbrooke School from \_\_\_\_\_ to \_\_\_\_\_

Total number of school days absent (excluding weekends etc.) \_\_\_\_\_ day(s)

Supporting paperwork attached? Y/N

Are there siblings at another school? Y/N

Sibling name(s) \_\_\_\_\_ Sibling  
school(s) \_\_\_\_\_

I need to take my child(ren) out of school during term time because (please give as much details as possible):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of parent/carer \_\_\_\_\_ Date \_\_\_\_\_

E-mail address of parent/carer for response to be sent to

\_\_\_\_\_

Signature of Attendance Officer \_\_\_\_\_ Date \_\_\_\_\_

Permission granted: Yes/No Registers noted: Yes/No Reply letter sent: Yes/No

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