

# APPLICATION FOR TERM-TIME LEAVE

## HINCHINGBROOKE SIXTH FORM



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.

Please note that leave taken after an application has not been authorised, will be recorded as unauthorised term-time leave on the school register and **will trigger the follow-up attendance procedures as laid out in the Sixth Form Learning Agreement. Continued poor attendance can affect your place in Sixth Form.**

I/We 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	
		To	
Total number of school days absent (excluding weekends etc)	Days		
Are there siblings at another school?	Yes	No	
Name of Sibling(s)		Sibling(s) School(s)	

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

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In the case of travel, please name the parent(s) or carer(s) who will be accompanying the student:

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**APPLICATION FOR TERM-TIME LEAVE CONTINUED**

<b>Parent(s)/Carer(s):</b>		
<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
<b>E-mail address of parent(s)/carer(s) for response to be sent to:</b>		

**School Use Only**

Signature of Attendance Officer			Date	
Permission granted	Yes		No	
Registers noted	Yes		No	
Reply letter sent	Yes		No	