



## APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

As a parent/carer you are strongly urged to avoid taking your child out of school during term time. Please note the following before applying for leave of absence from school:

Amendments have been made to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment) Regulations 2013**. These amendments, as described below, came into force on 1 September 2013.

There is no longer provision in the **Education (Pupil Registration) (England) Regulations 2006** to grant leave of absence for the purpose of a family holiday during term time. The regulations make clear that principals/head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**.

If you believe that there are exceptional circumstances that warrant the need to take your child out of school during term time, please complete this form and return it to your child's Head of School, providing at least 10 school days notice, where circumstances allow.

Please note that if leave is taken after permission has been withheld then this will be recorded as unauthorised absence on the school register and may result in the serving of a Penalty Notice by the Local Authority or possible legal proceedings.

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

NAME OF STUDENT (S) \_\_\_\_\_

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

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

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

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

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

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

Signature of Head of School \_\_\_\_\_ Date \_\_\_\_\_

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