Bushfield Road Infant School

Application Form

Leave of Absence during Term Time

Please read the Legal information on the reverse of this form.

1 School Name			
Name of pupil			
Class			
Address			
Dates required	First date	Last date	Total
Reason for absence			
Supporting information for the Leave of absence request. Please use the back if more information need.			

To be completed by the parent or carer with whom the child normally resides. Please do not make arrangements until you have confirmed with the school that the leave of absence is granted.

2 Please provide details of any other siblings. A separate application is require for each child. Please use the back of the form if needed for more children.			
name		school	
name		school	

3 I can confirm that I have read the legal information on this form and I am the parent/carer with whom the child listed in section 1 resides with.			
signed		Print name	
Date		relationship	

Office use only	Date application received	

Legal information.

In September 2013 there was an amendment to the Education (pupil Registration)(England) Regulations 2006 which prohibited the Head teacher of a school granting leave of absence for a pupil except where an application is made in advance, and the Head teacher considers there are exceptional circumstances relating to the request. If the Head teacher authorises a leave of request, it will be his/her decision to determine the length of time that the child can be away from school.

Should you wish to make a request, which must be prior to the proposed leave; please complete the application providing any additional evidence in support of the exceptional circumstances, together with details of why the leave cannot be taken during any school holiday period. Each request with be considered on the base of the information provided. Leave of absence is not an entitlement and will not be granted for the sole purpose of a family holiday.

Please use this area for any other supporting details.