

**Request for Leave of Absence during term time (Exceptional circumstances)**

**School Attendance (Pupil Registration) (England) Regulations 2024**

*The School Attendance (Pupil Registration) (England) Regulations* 2024 *make it clear that Head Teachers may not grant any leave of absence during term time unless there are* ***exceptional*** *circumstances and that Head Teachers should determine the number of school days a child can be away from school if leave is granted*.

**Please see the schools Attendance Policy available on the school website: https://www.priorywoods.middlesbrough.sch.uk/policies**

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| --- | --- |
| Name of Pupil: |  |
| Date of Birth: |  |
| Class: |  |
| Home Address: |  |
| Contact numbers: |  |
| Sibling details (or other children living in the household): |  |

|  |  |
| --- | --- |
| I request permission for my child to be absent from school between: | |
| First day of absence: |  |
| Date of return: |  |
| Total school days: |  |
| Destination (Full address if possible): |  |
| Please fully explain the **exceptional** circumstances that you would like the Head Teacher to consider (continue on a separate sheet if necessary) | |

**Declaration**

I have read and understood he information about leave of absence during term time, unauthorised absence, and Penalty Notices. I am aware of the possible consequences should my child take leave of absence without the prior authorisation of the Head Teacher.

Signature:………………………………. Date:………………………………………….

Parent/Carer name:……………………………………………………………………..