



**Thorntree Academy**

**REQUEST FOR LEAVE OF ABSENCE**  
**DURING TERM TIME (exceptional circumstances only)**

**Education (Pupil Registration) (England) Regulations 2006**  
**Education (Pupil Registration) (England) (Amendment) Regulations 2013**

The 2013 amendments to the 2006 regulations 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 the leave is granted.

<b>Name of Pupil</b>	
<b>Date of Birth</b>	
<b>Tutor/Year Group</b>	
<b>Address</b>	
<b>Contact Numbers</b>	
<b>Sibling Details</b> (or other Children living in the household)	

<b>I request permission for my child to be absent from school between:</b>	
<b>First Day Absence</b>	
<b>Date of Return</b>	
<b>Total School Days</b>	
Please fully explain the exceptional Circumstances that you would like the Head Teacher to consider (continue of a separate sheet if necessary)	

**Declaration**

I have read and understood the 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.....  
Parent/Carer

Date .....