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**APPLICATION FOR PUPIL ABSENCE DUE TO EXCEPTIONAL CIRCUMSTANCES**

As a parent/carer you should fill in this form if you want to take your child out of school during term time due to exceptional circumstance.

The Education (Pupil Registration) (England) Regulations 2006 has now been amended as from 1st September 2013.

The Head Teacher **may not grant any leave of absence during term time** unless there are **exceptional circumstances**.

**No leave of absence will be authorised for family holidays.**

I am sure that you will want the best education for your child by taking family holidays during the designated holiday periods.

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| **Parent/Carer please complete** | **For Office Use Only** |
| **Child’s name** | **Class** | **% Attendance** | **Comments** |
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Date(s): ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_ day, ­­­­­­­­\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_, to ­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_day, \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_, inclusive.

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| Please explain your exceptional reasons for taking your child(ren) out of school during term time below:Signature of Parent/Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Head Teacher** |  | **Authorised/Declined** | **Date:** |

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| **Letter sent to Parent** | **Date:** | **SIMS Updated** | **Date:** |

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| **Update CPOM** | **Date:** | **Inform teacher** | **Date:** |