**EXCEPTIONAL CIRCUMSTANCES REQUEST FOR LEAVE OF ABSENCE**

Regulation 8 – Education (Pupil Registration) Regulations 1995

PARENTS ARE EXPECTED TO TAKE FAMILY HOLIDAYS DURING SCHOOL HOLIDAYS.

Term-time leave is permitted only in exceptional cases which must be communicated in advance with evidence provided as soon as possible to the Headteacher.

| **Name of Pupil(s)** | **Class(es)** | **Year Group(s)** |
|---|---|---|
| _____ | _____ | _____ |

I request permission for my child/children to be absent from **St George's Church of England Infant School**.

From_____ to _____ Total number of school days_____

Date due back in school_____

**Please provide details of any siblings who attend another school**

Sibling name: School:

Please give details and reasons for the proposed absence which supports the application for exceptional circumstances (include any supporting evidence).

☐ **I confirm that I have read and understood the information below**

Parents and carers have a legal duty (Education Act 1996) to ensure their children receive suitable education. Regular school attendance is essential for academic and social success.

Headteachers can only authorise term-time absences in **exceptional circumstances**, defined as rare, significant, unavoidable, and short.

Unauthorised absences may be reported to the County Attendance Team, which could lead to a penalty notice or prosecution, in line with Section 444 of the Education Act, Local Authority Guidelines, and the School Attendance Policy.

**Signature of Parent/Guardian: _____Date: _____**

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| | |
|---|---|
| Supporting evidence provided | |
| Numbers of sessions requested | |
| Number of unauthorised absences taken in the last three years | |
| School have checked with the sibling school that there is a consistent approach to the absence. | |

Reason for authorised / unauthorised (delete as appropriate)

Headteacher signature Date

_____ _____