COQUET COMMUNITY SCHOOL

BE KIND
WORK HARD
AIM HIGH

Request for leave of absence – during term time

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

The 2013 amendments to the 2006 regulations explain clearly that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should also determine the number of school days a child can be away from school if leave is granted.

Name of pupil	
Date of birth	
Address of student	
Tutor/Year group	
Contact Numbers	
Name of sibling/s & school attended	

I request permission for my child to be granted leave of absence from school between :-

First day of absence	
Last day of absence	
Date expected back at school	
Total school days requested	

Please fully explain the **Exceptional circumstances** relating to the leave of absence you would like the Head teacher to consider. (Continue on a separate sheet if necessary) Any documentation supporting exceptional circumstances **MUST** be provided at the time of application.

Details of exceptional circumstances:

Acklington Road, Amble, Northumberland NE65 0NG

T: 01665 710636 E: enquiries@ccsamble.co.uk W: www.ccsamble.co.uk

Declaration

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

Name of Parent	
Date of birth	
Postal address	
Email address	

Name of Parent	
Date of birth	
Postal address	
Email address	

Signature (Parent/Carer) ……..…….
Date……

Signature (Parent/Carer) ……..…….
Date……

Office use only	
Date received	
Attendance from Sept	
Attendance previous year	
Recipient verified	
1st letter sent	
2nd letter sent	
Dates added to bromcom	
Dates added to calender	