



Rockcliffe First School - Application of Term Time

Leave of Absence: Exceptional Circumstances

To be completed by parents/carers		
Name(s):	Class(es):	
Address:		
First Day of Absence:	Last Day of Absence:	Number of days requested:
Please fully explain the <u>exceptional circumstances</u> that you would like the Headteacher to consider:		
Signed:		Date:

Amendments to The Education (Pupil Registration) (England) Regulations 2006 make it clear that Headteachers may not grant any leave of absence during term time unless there are **exceptional circumstances** and that Headteachers should determine the number of days a child can be away from school if the leave is granted.

To be completed by school	
Current Attendance:	
Approved	I have considered your recent request for a leave of absence during term time and feel it meets the criteria. I therefore confirm that in this instance I have authorised this planned absence. However, I must point out that the school strongly discourages leave of absence during term time due to the impact any absence has on education and social progress.
Not Approved	I have considered your recent request for a leave of absence during term time for (child's/children's name) and feel it does not meet the criteria for the following reasons:
Signed:	
Date:	