Ramsden Hall Academy

Parallel Learning Trust

APPLICATION FOR STUDENT LEAVE IN TERM TIME DUE TO EXCEPTIONAL CIRCUMSTANCES

Taking your child out of school during term time can be detrimental to your child's educational progress. **There is no legal entitlement** for leave of absence.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 prohibits Headteachers granting leave of absence to student except where an application has been made in advance (at least 6 weeks before) by the Parent/Carer with whom the student normally resides and the Headteacher considers that there are exceptional circumstances relating to the application. Please note family holidays are not an exceptional circumstance and will not be authorised irrespective of a student's overall attendance.

If absence is not authorised and the time is still taken, the case may be referred to the Missing Education and Child Employment Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days to each parent for each child.

Please complete this form and return to the School Office. Please allow 10 working days for your request to be processed.

Unsigned or incomplete forms will be returned unprocessed.

Name of Child:	
Date of first day of absence from school:	
Date of return to school:	
Number of Days:	
Please give full details of the exceptional circumstances that necessitate a term time absence:	
I have read and understand the information regarding leave of absence during term time. **Parent/Carer signature:** **Date:**	
Parent/Carer name (please print):	