**PLEASE NOTE THE FOLLOWING BEFORE COMPLETING THIS FORM:**

**The Education (Pupil Registration) (England) (Amendment) Regulations 2013: Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application**

Pupil Name: Date of Birth: Class:

Home Address:

First Date of Absence: Date of return: No. school days absent:

Exceptional reason for absence:

Name of parent Home telephone no: Mobile telephone no:

(who child resides with)

Email address - Signature of parent

**FOR THE HEADTEACHER**

DATE RECEIVED CURRENT ATTENDANCE LAST YEAR’S ATTENDANCE

% %

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EXCEPTIONAL REASON ACCEPTED YES / NO**

NAME AND SIGNATURE DATE PARENT INFORMED

**Reason for Refusal by School**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reasons given do not match the Government crtiteria** | |  | **Attendance is too low** |  |
| **If religious circumstances – time requested is more than the Stoke allocation** | |  | **Evidence to support application is not provided** |  |
| **Other** |  | | | |

**THIS ABSENCE HAS BEEN AUTHORISED / UNAUTHORISED.**

***WE THEREFORE EXPECT YOUR CHILD TO BE IN SCHOOL ON -***