



Blackwell School

APPLICATION FOR EXCEPTIONAL LEAVE OF ABSENCE

Please read the following information before you complete the request.

As you are aware, it is the policy of Blackwell Primary School not to allow any holiday or extended leave during term time. The Education Regulations 2013 to the Education Regulations 2006 states that the Headteacher **may not** authorise any leave of absence (i.e. holiday taken in term time). They are only allowed to consider a leave of absence if the circumstances are classed as exceptional i.e. compassionate grounds. **It is not the right of the parent to take children away during term time.** However, if you wish to request an exceptional leave of absence, you need to have read the following advice and **complete the form below at least 14 days prior to the requested leave of absence.** Each request for exceptional leave will be considered individually.

A Fixed Penalty Notice may be issued to each parent should a pupil take a leave of absence without permission.

Full Name of Pupil:		Class:
Full Name of Parent/Carer(s) taking child on exceptional leave (please print):		
Address:		
Telephone Number:		
Reason for request for leave of absence:		
Intended dates of absence:		
<u>Declaration (please circle YES)</u>		
<i>I confirm that the information I have given on this form is true: YES</i>		
<i>I understand that if I do not fully complete this form, fully respond to requests for further information or that ultimately the absence is not authorised, my child's attendance will be recorded as an unauthorised absence: YES</i>		
<i>Any absence due to illness immediately before or after a period of pre-arranged 'withdrawal from learning' will be unauthorised unless it is supported by medical evidence: YES</i>		
<i>I understand that I must ensure my child attends school regularly and that failing to do so is a criminal offence which may result in legal proceedings being taken against me, either through a Penalty Notice or by prosecution in the Magistrates' Court: YES</i>		
Name of parent/carers:	Signature:	Date:
<u>For Office Use only:</u>		
Form to be submitted to the Headteacher along with registration certificate		☐
Agreement given Yes / No	Code:	
Appropriate letter to be prepared for return to parent/carers and given to Headteacher for signature.		
Signed:		Date: