



**Holy Cross Catholic Primary School
Parental Request for Pupil Leave of Absence Form**

The Education (Pupil Registration) (England) Regulations 2006 regulations make it clear that:

- Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.
- Headteachers may not grant any requests for holiday or extended leave during term-term.
- If leave is granted for exceptional circumstances, Headteachers must determine the number of school days a child can be away from school, relative to the nature of the individual circumstances.

Parental Request for leave of absence

To be completed by parent/carer

Pupil name Class Date

I would like to apply for an exceptional leave of absence from school for my son/daughter,

From to

The number of school sessions they would miss is (1/2 day = 1 session)

Please state circumstances and /or provide evidence for your request:

Supporting evidence for leave request

I understand that it is my duty as a parent/carer of a child who is of compulsory school age and registered at school that I am responsible for ensuring that my child attends school regularly. If I fail to do this I understand that I am guilty of an offence and may be given a penalty notice or prosecuted under section 444 of the Education Act 1996.

What is the law on school attendance?

All schools, including independent schools, must maintain an Admissions Register and all schools except boarding schools must have an Attendance Register. [The Registration \(Pupil Registration\) Regulations 2006](#) require a school to put the child’s name on the Admissions Register on the first day that the child is expected to attend school. If the pupil does not attend, they will be recorded as absent – this can be authorised or unauthorised.

A school will authorise an absence if:

- The child is too ill to attend and the school has been notified
(If the child is off for long periods the school might ask for proof from the doctor);
- The parent has got the advance permission of the school and is deemed to be exceptional by the Headteacher
 - The child has a medical or dental appointment
 - The child is on study leave
 - The child is being educated off-site
 - The child has been excluded

Parent/Carer signature

Please return this form to the school office.

School office information

% Attendance to date

Number of sessions missed due to medical / illness

Number of absence sessions authorised

Number of sessions unauthorised

Medical appointment card seen by office.

Dental GP/Hospital Optician Other

Headteacher's Decision

Thank you for your request, I have considered the circumstances of your request against the legislation.

Leave of absence has been authorised for _____ sessions.

Leave of absence has been unauthorised and may be subject to an IWCC fine.

Headteacher's signature

Date