BENWICK PRIMARY SCHOOL

Cambridgeshire County Council

APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL IN TERM TIME IN EXCEPTIONAL CIRCUMSTANCES ONLY

Important Information for Parents / Carers

- The Education (Pupil Registration) (England) Regulations as amended by Education (Pupil Registration) (England) Regulations 2013 no longer permit Head Teachers to authorise leave for holidays.
- Head Teachers may grant Leave of Absence in exceptional circumstances.
- If the exceptional circumstances are agreed, the Head Teacher will determine the length of the absence authorised.
- Requests for Leave of Absence should be made before any arrangements confirmed or money committed.
- If Leave of Absence is granted please contact school to discuss measures to minimise the impact of the absence on your child's academic progress.
- This form **MUST** be completed by the parent(s) / resident parent/carer(s) before requests will be considered.
- Please complete a Leave of Absence Form for each child.

Please note: Parents / Carers do not have any entitlement to take their child on holiday during school time.

I wish to apply for Leave of Absence from school to be granted to:

Name of child..Class...................................

Date of Proposed Absence: From (first day of absence)...................................to (last day of absence)...........................

Reason for Proposed Absence - please provide reasons to support the application including evidence (this can only be exceptional circumstances) - see overleaf before completing

....

....

....

Total days requested..

For siblings not at Benwick School - I have also applied to ....School / Academy for

leave of absence for(name/s of siblings)...

Signature of Parent / Carer   date...

Please print your name clearly...

FOR SCHOOL OFFICE USE ONLY   Previous Leave checked Y / N

Child's name..   % Attendance .... % for last 20 weeks...............

Child's name..   % Attendance .... % for last 20 weeks...............

Child's name..   % Attendance .... % for last 20 weeks...............

Headteacher consulted: Y / N   Consistent with school policy / regulations: Y / N

Date of Proposed Absence: From (first day of absence)...................................to (last day of absence)...........................

Authorised: Y / N   Head Teacher .... Date:............................