



Ovingham C E First School

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Headteacher: Mr A Hudson



REQUEST FOR LEAVE OF ABSENCE - DURING TERM TIME

Education (Pupil Registration) (England) Regulations 2006

Education (Pupil Registration) (England) (Amendment) Regulations 2013

The 2013 amendments to the 2006 regulations explain clearly that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should also determine the number of school days a child can be away from school if leave is granted.

Name of pupil	
Date of birth	
Address	
Tutor/Year group	
Contact Numbers	
Name of sibling/s & school attended	

I request permission for my child to be granted leave of absence from school between:-

First Day of Absence	
Last Day of Absence	
Total School Days	

PTO

Please fully explain the **exceptional circumstances** relating to the leave of absence you would like the Head Teacher to consider. *(Continue on a separate sheet if necessary)*. Any documentation supporting exceptional circumstances **MUST** be provided at the time of application

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Declaration

I have read and understood the information regarding leave of absence during term time, unauthorised absence, Penalty Notices and prosecution. I am aware of the possible consequences should I take my child on leave of absence without the prior authorisation of the Head Teacher.

Name of parent	
Date of birth	
Address	

Name of parent	
Date of birth	
Address	

Signature.....

Date.....

Signature.....

Date.....