

## **APPLICATION FOR LEAVE OF ABSENCE OWING TO 'EXCEPTIONAL CIRCUMSTANCES'**

Ousedale School will only consider authorising requests where the circumstances are deemed by the school to be exceptional.

Ousedale School follows the Department for Education documents 'The Education (Pupil Registration) (England) Regulations 2006' and 'The Education (Pupil Registration) (England) (Amendment) Regulations 2016', summarised below:

Important changes have:

**Removed** the ability for Headteachers to grant leave of absence for the purpose of a family holiday during term time

Now instead:

- Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances
- Headteachers should determine the number of school days a child can be away from school if the leave is granted

Unauthorised absence may result in a fixed penalty fine issued by the Senior Attendance Officer (Legal Interventions) at the Youth Offending Team.

Parent/Carer to complete student request for leave of absence details overleaf and **return to the Attendance Officer not less than two weeks prior to the dates requested.**

# APPLICATION FOR LEAVE OF ABSENCE

(continued)

Name of Student: .....

Form: .....

I request that the above named student be granted leave of absence.  
***The exceptional circumstances are as follows (please state below):***

.....  
.....  
.....

Dates requested - From: ..... To: .....  
(inclusive dates)

Date returning to school: .....

Number of school days missed: .....

Signed: ..... (Parent/Carer)

Date: .....

This form is to be completed by the Parent or Guardian and **returned to the Attendance Officer not less than two weeks prior to the dates requested.**

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School Use

Authorised: ..... Unauthorised: .....  
Cc. Attendance Officer to code Register, copy to PAL, original back to Parent/Carer