

REQUEST FOR TERM TIME LEAVE

Amendments to the 2006 regulations were made by the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#) and came into force on 1 September 2013. The amendments make it clear leave may only be granted during term time for exceptional circumstances. Any request for leave must be made in writing to Miss Castle, Assistant Headteacher, in advance. Reasons for exceptional leave include:



- Forces staff returning from lengthy active service abroad
- Police, Fire Service staff being told when they can or cannot take leave
- If a close family member has a terminal illness and it may be a last chance to be together especially if the family member lived overseas
- Parents having to work abroad for a fixed, minimum term period.

Dear Miss Castle

I wish to apply for term time leave from to

for the following student(s):

The exceptional reasons for this request are:

Signature Parent/Carer :

Date :

Please make your request prior to making any bookings and at least four weeks before the anticipated leave date. If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. This may result in a penalty notice being issued or legal action taken for poor attendance.

Dear Parent/Carer

Thank you for your request for term time leave.

I am in agreement this is for exceptional reasons and have authorised this leave.

Your request for term time leave has been carefully considered but unfortunately it has not been possible to authorise this absence from school.

Signature Assistant Headteacher :

Date :