

**APPLICATION FOR LEAVE OF ABSENCE
FOR ANNUAL HOLIDAY OR EXTENDED VISIT OVERSEAS**

As a parent or guardian you are strongly urged to avoid booking holidays or visits overseas during term-time. Should this be absolutely unavoidable then you should fill in this form and return it to the Headteacher of your child's school.

The conditions under which leave of absence for term-time holidays or visits overseas may be granted are contained in the Education (Pupil Registration) Regulations 2006. The Department of Education has made amendments to the 2006 regulations. These make it clear that Headteachers may not grant leave of absence during term time unless there are 'exceptional circumstances'. In the light of these changes parents and guardians need to be aware that it will no longer be possible to authorise leave of absence unless the 'exceptional circumstances' have been explained. Examples of 'exceptional circumstances' are given on the reverse of this sheet. (The reduced cost of a holiday taken during term-time will not be considered as an exceptional circumstance.) Permission will not be given if the leave of absence is applied for after the holiday/visit has taken place.

Should leave be taken after permission has been withheld then this will be recorded as unauthorised absence. This will appear both in the school register and in your child's report. Persistent unauthorised absence may result in the involvement of the Education Welfare Officer and possible legal proceedings.

For more information please see: <https://www.gov.uk/school-attendance-absence>

I request that _____ (Name of Child)

be granted leave of absence from _____ (Name of School)

from _____ to _____ in order to take part in an annual holiday/extended visit overseas.

It is necessary to take my child out of school because: _____

Signature of Parent/Guardian..... Date

.....

Name of Parent/Guardian (*please print*)

(For Office Use Only Y / N)

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I confirm that _____ is granted / is not granted leave of absence from Castle School

from _____ to _____

Signed Date

Exceptional Circumstances for which leave of absence may be granted:

- **Family support and care time**
- **Cultural occasions**
- **Accessing facilities which may not be available/suitable at other times**
- **Visits connected to child's special educational needs**