



## EXCEPTIONAL CIRCUMSTANCES REQUEST FOR LEAVE OF ABSENCE

### Regulation 8 – Education (Pupil Registration) Regulations 1995

PARENTS ARE EXPECTED TO TAKE FAMILY HOLIDAYS DURING SCHOOL HOLIDAYS.

Term-time leave is permitted only in exceptional cases which must be communicated in advance with evidence provided as soon as possible to the Headteacher.

Name of Child/Children	Class
<p>I request permission for my child/children to be absent from North Marston C of E School.</p> <p>From _____ to _____ Total number of school days _____</p> <p>Date due back in school _____</p>	
<p>Please provide details of any siblings who attend another school</p> <p>Sibling name: _____ School: _____</p>	
<p>Please give details and reasons for the proposed absence which supports the application for exceptional circumstances (include any supporting evidence).</p>	
<p><input type="checkbox"/> <b>I confirm that I have read and understood the information below</b></p> <p>Parents and carers have a legal duty (Education Act 1996) to ensure their children receive suitable education. Regular school attendance is essential for academic and social success.</p> <p>Headteachers can only authorise term-time absences in <b>exceptional circumstances</b>, defined as rare, significant, unavoidable, and short.</p> <p>Unauthorised absences may be reported to the County Attendance Team, which could lead to a penalty notice or prosecution, in line with Section 444 of the Education Act, Local Authority Guidelines, and the School Attendance Policy.</p>	
<p>Signature of Parent/Guardian: _____ Date: _____</p>	

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Supporting evidence provided	
Numbers of sessions requested	
Number of unauthorised absences taken in the last three years	
School have checked with the sibling school that there is a consistent approach to the absence.	

Reason for authorised / unauthorised (delete as appropriate)

Headteacher signature

Date

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