



PRESTON PRIMARY SCHOOL

PARENTAL REQUEST FOR TERM TIME LEAVE OF ABSENCE

NAME OF CHILD/CHILDREN: _____

CLASS/CLASSES: _____

I AM REQUESTING LEAVE OF ABSENCE FOR THE ABOVE NAMED CHILD(REN) FOR THE FOLLOWING PERIOD:

From **To**

Please state total number of **school** days you are requesting leave of absence for: _____

Under new Department for Education regulations schools are **no longer allowed to authorise leave of absence for family holidays**. Additionally, the regulations make it very clear that Head Teachers may **not grant any leave of absence for pupils during term time**, unless there are exceptional circumstances.

Below is the reference to the Government website where this is outlined:
<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

If you are requesting a holiday, please give details in the space below if you consider this term time leave qualifies as exceptional circumstances.

If not, please state the reason for requesting leave of absence. Thank you.

Evidence of exceptional circumstances attached from employer: **Yes/No** (please delete)

Do you have children at other schools? If yes, please list below:

Name of Child	School

Signature of Parent/Guardian

Date

Please print name (of Parent/Guardian)