**HIGHFIELDS ACADEMY**

**REQUEST FOR LEAVE OF ABSENCE IN TERM TIME**

**The 2013 regulation amendments make clear that Headteachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances (as defined in our attendance policy – see website). The amendments give parents no entitlement to take their child out of school for a holiday in term time. All requests will be considered individually and the Headteacher and Governing Body will consider whether they consider the reasons for leave as exceptional circumstances.**

**FOR COMPLETION BY PARENT/CARER**

You have requested the school’s permission for leave of absence to be taken during term time. Before such authorisation is considered please complete the form below and return to the School Office. Leave will only be authorised if the reasons are stated in our attendance policy or the Headteacher and Governing Body agree that the circumstances are exceptional.

Pupil’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year:\_\_\_\_\_\_

Dates of leave of absence: From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please give full reasons(s) for asking for leave of absence in term time

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Parent/Carer) Date: Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is important you have read and understood the school’s policy on attendance. You can find this on the school website or by request at the school office.