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 Pupil	**Class Year**	**Group**
_____	_____	_____

I request permission for my child/children to be absent from Denham Village School.

From_____ to _____ Total number of school days_____

Date due back in school_____

Please provide details of any siblings who attend another school
Sibling name: School:

Please give details and reasons for the proposed absence which supports the application for exceptional circumstances (include any supporting evidence).

☐ **I confirm that I have read and understood the information below**

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.
Headteachers can only authorise term-time absences in **exceptional circumstances**, defined as rare, significant, unavoidable, and short.
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.

Signature of Parent/Guardian: _____Date: _____

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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

_____ _____