



Application for Leave of Absence

I request that _____ (Name of child(ren))
be granted leave of absence from Portfields Primary School.

From: _____ To: _____ Total (Days)

Reason for absence and justification: (Please continue overleaf if you need to provide more detail)

Signed: _____ Date: _____

(Parent or Guardian)

This form is to be completed by the parent or guardian and forwarded to the headteacher of the school attended by the child not less than two weeks prior to the period of absence required.

Please return this form to the headteacher at Portfields School, who will sign and date the form and indicate whether approval has been granted.

Approved

Not Approved

Reason:

Reason:

Signed: _____

Date: _____

(Headteacher)

The department for education has removed the discretion of headteachers to grant leave in term time unless there are 'exceptional circumstances' It is up to the discretion of the headteacher to determine what are 'exceptional circumstances' and the number of days a child or young person can be away if leave is granted. If leave is not agreed the school can request a Fixed Penalty Notice from the Local Authority.

(The Education (Pupil registration) (England) Regulations, 2013).

Please note, family holidays do not constitute as exceptional circumstances.