**Request Form for an appointment to discuss proposed leave of absence during term time**

*Our school believes that non-attendance at school, even for short periods of time, can have a detrimental effect on a pupil’s achievement. The view is in line with new Government regulations which come into force on 1 September 2013. “Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of 10 school days. The amendments make clear that headteachers may* ***not*** *grant any leave of absence during term time unless there are* ***exceptional*** *circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.”*

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| Name of Child: Class:  |

I request an appointment to discuss authorisation for my child to be absent from school

From­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ until\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, totalling \_\_\_\_\_\_\_\_\_\_ days

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| Signed: (parent/carer) Date: |

Please note:

* We follow the Government Regulations which state that the Head Teacher may not grant any leave of absence during term time unless there are **exceptional** circumstances.
* If an appointment is not made to discuss the proposed absence it will be classed as unauthorised.
* Authorisation must be applied for in advance. Authorisation will not be given retrospectively.

Appointment Date: Time: With:

**To be completed at the meeting:**

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| The exceptionalcircumstances for the proposed absence during term time are:Absence is to be considered: Authorised / UnauthorisedSigned: Print Name: |

**Parents need to be aware that Children taken out of school without authorisation may result in a fixed penalty notice being issued.**