



Stanley St Andrew's Church of England Primary School

LEAVE OF ABSENCE REQUEST FORM

PLEASE NOTE - The **Education (Pupil Registration) (England) (Amendment) Regulations 2013** state that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Name of Child(ren) Year Group

..... Year Group

..... Year Group

Child's Address

.....

.....

Name of Applicant(s) and Address (if different) **BOTH PARENTS DETAILS SHOULD BE INCLUDED**

.....

.....

.....

.....

I / We wish to apply for our child(ren) to be absent from school for EXCEPTIONAL CIRCUMSTANCES on the following dates.

From..... To.....

Total number of days our child(ren) will be absent from school

Please supply in as much detail as possible the reason for your request and why you feel it is **exceptional circumstances**. Please include the names of the adult(s) who will be with your child(ren) during their absence from school.

Signed (both parents if applicable):

Date

.....

.....

IF THE REQUEST IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED.

ONCE COMPLETED, PLEASE RETURN TO THE SCHOOL OFFICE.

Data Protection: Information which we collect is in line with the GDPR and Data Protection Act. How we manage the data and our responsibilities to look after and share data is explained in our Data Protection Policy, Pupil Privacy Notice, and other connected policies, which are available on our website.

To be completed by the Headteacher:

Date Form Received:.....

Request Authorised: Yes/No

Date:.....