

**REQUEST FOR LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES**  
The Education (Pupil Registration) (England) Regulations 2006

Please complete this for, prior to the period of proposed absence and return it to the Attendance Officer.

If appropriate please attach a letter and other supporting evidence to be considered by the Headteacher. In considering this request for leave of absence in exceptional circumstances, the Headteacher will take into account the impact this leave will have on your child’s education and their attendance.

You should note that approval will not be given for holiday leave unless exceptional circumstances apply:

You should also note that the Education Welfare Service on behalf of Suffolk County Council issues fixed penalty notices on the following situations where unauthorised absence occurs:

* Where a pupil has taken holiday during term-time for 5 or more days and the absence is not authorised by the school.
* Where a pupil is stopped with parents/carers during a truancy sweep and the absence is not authorised by the school.
* Where a pupil has missed at least 10 sessions (5 school days) due to unauthorised absence in a school term.

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| Tutor Group: | Name of Student: |
| Date: | Name of Parent/Carer: |
| Dates (inclusive) of proposed absence: | |
| Please detail exceptional circumstances below: | |
| Signature of Parent/Carer: | |

*For school use only*

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| Approved: | Not approved: | % attendance within the current school year: |
| Assistant Headteacher (Student Support) signature: | | Date: |