



**APPLICATION FOR LEAVE OF ABSENCE OF SCHOOL CHILD**

**NAME OF CHILD/ CHILDREN .....**

**ADDRESS: .....**

.....

**Dates requested:**

**From .....To .....**

**A Total of ..... school days**

**Reason for request:**

.....  
**(Signature of Person with parental responsibility )**

**Date: .....**

**[Education \(Pupil Registration\) \(England\) Regulations 2006](#)**

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten 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.

**THIS FORM IS TO BE RETURNED TO THE HEAD TEACHER AS SOON AS POSSIBLE BEFORE THE PERIOD OF ABSENCE. THE HEADTEACHER WILL THEN DETERMINE WHETHER OR NOT THE ABSENCE IS AUTHORISED AND PARENTS WILL BE INFORMED.**