

Application for Leave of Absence 2026 – 2027

(Please read the notes overleaf before completing this form)

The School Attendance (Pupil Registration) (England) Regulations 2024 and associated government guidance from August 2024 state that Headteacher's may not grant any leave of absence during term-time unless there are exceptional circumstances.

Pupil Details			
Pupil Name (in full)		Date of Birth	
Address			
Pupil Name (in full):		Date of Birth	
Address			
Parent/Guardian Details			
Parent 1 Name		Date of Birth	
Relationship to Pupil			
Address			
Parent 2 Name		Date of Birth	
Relationship to Pupil			
Address			
Reason for the Request			
Other School Age Children in the Household:			
Pupil Name (in full)		Date of Birth	
School Attending		Relationship	
Pupil Name (in full)		Date of Birth	
School Attending		Relationship	
Details of the Absence			
First Day of Leave		Last Day of Leave	
Date to return to school:			
Adults accompanying pupil			
Signature of parent		Date:	

Head Teachers decision and reason for decision:			
Decision			
Reason			
Signature of Head Teacher:		Date:	

Notes for Parents - Application for Leave of Absence 202 - 2027

Please complete the form overleaf and return it to the school office for any applications for leave of absence for the academic year commencing 2nd September 2026 to 20th July 2027.

The Headteacher's decision will be based on The School Attendance (Pupil Registration) (England) Regulations 2024 and Working Together to Improve School Attendance (statutory guidance for maintained schools and local authorities August 2024).

Legislation states parents do not have the right to take their child out of school for holidays during term time and can only request leave of absence due to exceptional circumstances. Any absence which does not meet the criteria of being '*an exceptional circumstance*' will be marked as unauthorised absence and as such you may be at risk of receiving an Education Penalty Notice from the Local Authority. Please be aware that both parents are at risk of receiving an Education Penalty Notice for each child of the family.

If an Education Penalty Notice is issued, the penalty is £80 per parent per child when the payment is made within 21 days. If payment is made after 21 days but within 28 days, this will increase to £160 per parent per child. Failure to pay within 28 days will result in a summons to appear before the Magistrates Court on the grounds that you have failed to secure your child's regular attendance at School.