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| A logo with white text  Description automatically generated | Buxton Road, Longnor, SK17 0NZ  Telephone: 01298 83233  Acting Headteacher: Miss E. Priestman  www.st-bartholomews-longnor.org.uk |

**Request for Leave During Term Time**

In line with the Government’s amendments to The Education (Pupil Registration) (England) Regulations 2006, holidays during term time will **NOT** be authorised except under exceptional circumstances.

The Headteacher and Governors have determined that:

* Where leave of absence in term time is due to exceptional circumstances, an application form must be requested from the school office and submitted for consideration by the Headteacher on behalf of the school governors, **prior** to the requested date. Consideration will then be given to the pupil's previous school attendance and that the time requested does not exceed five school days in any one academic year.
* If leave is taken without prior authorisation by the school, it will be recorded as an unauthorised absence and Education Welfare will be notified.

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| Pupil Name: |  |
| First Date of Absence: |  |
| Last Date of Absence: |  |

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| Please use this space to let us know what the EXCEPTIONAL circumstances for this request are: |
|  |

If you have children at other schools, please enter details below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Child’s Full Name** | | **School Attending** | | |
|  | |  | | |
|  | |  | | |
| Signature of 1st parent/carer: |  | | Date: |  | |
| Signature of 2nd parent/carer: |  | | Date: |  | |

**FOR OFFICE USE**

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| Current Attendance: |  | Previous Year Attendance: |  |
| Leave Agreed: |  | Leave Not Agreed: |  |
| Rationale: | | | |