



Cardinal Hume Catholic School



REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

The 2013 amendments to the 2006 regulations make clear that Head Teachers may not grant any leave of absence during term time unless there are **exceptional circumstances** and that Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

Name of child:

Date of birth:

Tutor/year group:

Address:

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Contact numbers:

Sibling Details:

(or other children living in the household)

I request permission for my child to be absent from school between:-

First Day of Absence:

Date of Return:

Total School Days:

Please fully explain the exceptional circumstances that you would like the Head Teacher to consider (continue on a separate sheet if necessary).

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Declaration

I have read and understood the information about leave of absence during term time, unauthorized absence, and Penalty Notices. I am aware of the possible consequences should my child take a leave of absence without the prior authorization of the Head Teacher.

Signed:
(Parent/Guardian)

Date:

PTO

Guidelines

Please give as much information as you can regarding your application to help the school make the most appropriate decision. The government realizes that it is more expensive to go on holiday during school holiday period than at other times of the year. However, it is their view that holidays taken in term time are not generally considered to be exceptional circumstances and will not usually be authorized.

Each request for leave of absence will be considered on its merits. The following factors may be taken into consideration;

- The child's stage of education and progress to date.
- The overall attendance pattern of the child.
- The nature of the planned absence.
- Rare and exceptional circumstances.