

St Joseph's College is no longer able to grant leave of absence for the purpose of a family holiday in term time



ST JOSEPH'S COLLEGE

**APPLICATION FOR LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES
IN TERM TIME**

The Education (Pupil Registration) Regulations 2006

This form should be completed, at least 4 weeks in advance of the proposed period of absence, by the parent with whom the child normally resides. In line with Government guidance the Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances.

If a child has leave from school, during term time, unless in exceptional circumstances, this will count on their record as an unauthorised absence. All leave request will be dealt with at the discretion of the Headteacher.

I wish to apply for leave of absence from school for my child:

Name of Child _____ **Form** _____

First day of leave requested _____ **Last day** _____

Number of school days involved:

Exceptional circumstances leading to request:

Signed _____ *(Parent/Guardian)* **Date** _____

The above leave is authorised/not authorised, in accordance with the school's procedures.

Signed _____
(Headteacher on behalf of Chair of Governors)

Date _____

Copies of this form are available from the PiP