

**FEDERATION OF ST MARY'S FIRST SCHOOL AND ST JOSEPH'S MIDDLE SCHOOL,  
HEXHAM**

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

**A parent/carer requesting leave of absence during term time should make the application in writing at least two weeks in advance. The school will reply to all applications in writing stating the executive headteacher's decision.**

**Education (Pupil Registration) (England) Regulations 2006  
Education (Pupil Registration) (England) (Amendment) Regulations 2013**

The 2013 amendments to the 2006 regulations explain clearly that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should also determine the number of school days a child can be away from school if leave is granted.

<b>Name of pupil/student:</b>		<b>Date of birth:</b>	
<b>Class:</b>		<b>Contact Number(s):</b>	
<b>Pupil/student's home address:</b>			

**I request permission for my child to be granted leave of absence from school between**

<b>First Day of Absence:</b>		<b>Date of return to school:</b>		<b>Total number of school days missed:</b>	
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<b>If you are also submitting a request for absence for a child at another school in the Hexham Partnership of Schools please provide the name of the school(s), child(ren)'s name(s) and year group(s). Please note you must complete a leave of absence request for each individual school and return it to them.</b>	<b>School</b>	<b>Child(ren)'s Name &amp; Year Group(s)</b>

Please fully explain the **exceptional circumstances** relating to the leave of absence you would like the Head Teacher to consider. *(Continue on a separate sheet if necessary).* Please refer to the Hexham Partnership of Schools' Policy for leave of absence during term time which is available on our website [www.hexhamstjosephs.uk](http://www.hexhamstjosephs.uk) or [www.hexhamstmarys.uk](http://www.hexhamstmarys.uk) or call 01434 605124/01434 603791 to request a copy; It is the decision of the executive headteacher as to what might constitute exceptional circumstances. Each request for any term-time leave will be considered on an individual basis. Examples of exceptional circumstance would be:

- o Forces Personnel on leave from a foreign posting.
- o Evidence provided by an employer that states leave cannot be accommodated during school holidays without significant consequence.

**Declaration**

I have read and understood the information in the Hexham Partnership of Schools' Policy regarding leave of absence during term time, unauthorised absence, and Penalty Notices. I am aware of the possible consequences should I take my child on leave of absence without the prior authorisation of the executive headteacher.

**Parent Name (please print):** .....

**Signature:**..... **Date:** .....