



## Authorisation for Leave Of Absence during Term Time

### Notes to Parents/Carers

From the 1st September 2013 applications for leave during term time can no longer be considered for authorised absence by the school unless exceptional circumstances are evidenced. Please refer to the DFE website for additional information if required.

**Name of Pupil:** \_\_\_\_\_

**Class:** \_\_\_\_\_

Dates of absence for which authorised absence is sought: \_\_\_\_\_

Total number of days: \_\_\_\_\_

Please outline the exceptional circumstances leave is requested for: (Please include sufficient information and attach any evidence which will support the request for leave under the category exceptional circumstances)

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Signature Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

### For School Use

Current attendance %  
(in current academic year)

Exceptional circumstances request approved?

YES

NO

Headteacher Signature

Date

Comments

Unable to approve leave during term time.

One day of leave granted under exceptional circumstances.