

**Blessed Robert Sutton Catholic Voluntary Academy**

**Leave of Absence Request Form**

Please note – The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that Headteachers should not grant approval for any leave of absence during term-time including holidays, unless there are exceptional circumstances.

I/We wish to apply for our child(ren) to

be absent from school for EXCEPTIONAL

CIRCUMSTANCES on the following dates:

 ***Name of child(ren)***

 ***Form Group***

 ***Child’s Address***

 ***From***

 ***To***

Total number of days our child(ren) will be absent from school:

Please supply as much detail as possible - the reason for your request and why you feel the circumstances are

exceptional. Please include the names of any adult(s) who will be with your child(ren) during their absence from

school.

Continue on a separate sheet if necessary

 ***Name of Applicant(s) and Address (if different)***

Signed (both parents/carers if applicable):

Date

Date

|  |  |  |
| --- | --- | --- |
| Sign here (parent/carer 1)  |  | Sign here (parent/carer 2) |