



Application for Leave of Absence from School during term time

Dear Headteacher,

I would like to request permission for leave of absence for my child, a pupil registered at your school for the reasons detailed below (*further information can be attached if required*).

Pupil's full name	
Pupil's Date of Birth	
Year Group & Class	
Pupil's full address and postcode	

First date of absence	
Last date of absence	
Date of return to school	
Number of school days absent	

Please be aware, as per our school's attendance policy and the Hertfordshire published Code of Conduct relating to school attendance, that the law requires parents to seek permission from the Headteacher to take their child out of school during term time. The law states permission can only be granted if:

1. an application has been made in advance by the parent the child normally lives with; and
2. there are exceptional circumstances.

Please also note that, if on the rare occasion circumstances are deemed exceptional by the head teacher, the duration your child is permitted to be away from school may only be determined by the Headteacher.

Reason for request including why you believe your circumstances to be exceptional.

(Further details may be attached to this form)

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Full name of person making request (note requests must be made by a parent who the pupil normally lives with)	
Relationship to child	
Full address and postcode (if different from child's above)	
Signature	
Date	

School response to parent/s request for leave of absence	Date: