



Halsford Park Primary School

Manor Road, East Grinstead,

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Tel: 01342 324643

Mrs Claire Spencer – Headteacher

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APPLICATION FOR EXCEPTIONAL LEAVE OF ABSENCE

Please read the following information before you complete the request.

As you are aware, it is the policy of the Everychild Partnership Trust not to allow any holiday or extended leave during term time. The Education Regulations 2013 to the Education Regulations 2006 states that the Headteacher **may not** authorise any leave of absence (i.e. holiday taken in term time). They are only allowed to consider a leave of absence if the circumstances are classed as exceptional. **Exceptional is likely to be rare, significant, unavoidable and short.** The Headteacher will consider whether the event could have reasonably been scheduled at another time. *Issues of cost will not be considered as an exceptional reason.* **It is not the right of the parent to take children away during term time.** However, if you wish to request an exceptional leave of absence you need to have read the following advice and **complete the form below at least 14 days prior to the requested leave of absence.**

Each request for exceptional leave will be considered individually.

Full Name of Pupil:	Class:
Full Name of Parent/Carer(s) (please print):	
Address:	
Telephone Number:	
Reason for request for leave of absence (please put as much detail as possible):	

Declaration (please circle YES)

I confirm that the information I have given on this form is true. YES

I understand that if I do not fully complete this form, fully respond to requests for further information or that ultimately the absence is not authorised, my child's attendance will be recorded as an unauthorised absence. YES

Any absence due to illness immediately before or after a period of pre-arranged 'withdrawal from learning' will be unauthorised unless it is supported by medical evidence. YES

I understand that I must ensure my child attends school regularly and that failing to do so is a criminal offence which may result in legal proceedings being taken against me, either through a Penalty Notice or by prosecution in the Magistrates' Court. YES

A Fixed Penalty Notice may be issued to each parent should a pupil take a leave of absence without permission.

Intended dates of absence (from/to):

Parent/Carer signature:

Date:

For Office Use only:

Form submitted to Headteacher along with registration certificate

☐

Agreement given Yes/No

Code:

☐

Number of school days

☐

FPN to be issued Yes/No

Appropriate letter to be prepared for return to Parent/Carer and given to Headteacher for signature.

Headteacher Signature:

Date: