

The John Colet Liaison Group

[Local Schools Working In Partnership for mutual benefit](#)

THE JOHN HAMPDEN SCHOOL WENDOVER

APPLICATION FOR LEAVE OF ABSENCE REQUEST

(This must be submitted at least four school weeks before the proposed absence)

I request permission from the School's Governing Board for my child

Name:	Class:
--------------	---------------

To be granted Leave of Absence for the dates below:

From:	To:
--------------	------------

Holiday Requests (PLEASE NOTE)

The Education (Pupil Registration) (England) Regulations 2006. Amendments have been made to the 2006 regulations in the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#). These amendments, as described below, will come into force on **1st September 2013**

Term-time holiday

The [Education \(Pupil Registration\) \(England\) Regulations 2006](#) previously allowed headteachers to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to ten school days leave per year. Headteachers could also grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave and the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

The reason for the request is (please complete the appropriate section):

☐ **Exceptional Circumstances**

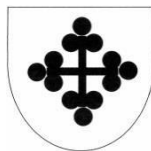
Please give details/attach supporting evidence as to why it is an exceptional circumstance

☐ **Holiday is due to unavoidable parental work/military commitments**

Please provide a supporting letter from employer or an assignment order

I can confirm that the information that I have given above is correct and has no factual omissions. I understand that any authorised absence may be unauthorised at a later date if it is found that I provided inaccurate information; this may jeopardise any future Leave of Absence requests.

Signature of parent/carer:	Date:
-----------------------------------	--------------



The John Colet Liaison Group

[Local Schools Working In Partnership for mutual benefit](#)

THE JOHN HAMPDEN SCHOOL WENDOVER

APPLICATION FOR LEAVE OF ABSENCE REQUEST-RESPONSE FORM

Name:	Class:
--------------	---------------

To be granted Leave of Absence for the dates below:

From:	To:
--------------	------------

☐ **This absence request has been accepted**

OR

☐ **This absence has been refused because:**

- ☐ Absence is at the beginning of a school term
- ☐ Your child has already had one leave of absence request this school year
- ☐ The request covers all/part of an internal/external assessment period
- ☐ Insufficient notice has been given (four school weeks)
- ☐ Attendance is less than 95%
- ☐ There are lateness issues
- ☐ Your child has unauthorised absences on their record
- ☐ The reason is not exceptional
- ☐ Insufficient reasons provided for the absence request
- ☐ The holiday is not due to unavoidable parental work commitments or no supporting evidence was provided

Signed:	Date:
----------------	--------------

For office use only:

Current academic year attendance:	Previous academic year attendance:
--	---