



Emmaus Church of England and Catholic Primary School
Application for Term-Time Leave of Absence
for Exceptional Circumstances

It is a legal requirement for parents/carers to obtain the permission of the Headteacher before removing their child from school in term time. Current pupil registration regulations **do not allow** Head Teachers to grant leave for a pupil to be absent for the purpose of a family holiday.

Under the current regulations, parents who are unable to take leave from work in school holidays need to address this issue with their employer as the regulation does not deem this an exceptional circumstance.

Parents **do not** have an automatic right to take their children out of school for holidays during term time and may be issued with a Penalty Notice if they do so without prior arrangement with the Headteacher.

Parents wishing to apply for their child to be granted leave from school should **complete this form and return it to school for consideration BEFORE taking leave and at least two weeks before the proposed leave.** Upon receipt of a request the Headteacher will make a decision as to whether to authorise the absence, being mindful of current government regulations and guidance. The legislation only allows the Headteacher to authorise such leave in exceptional circumstances. By definition, exceptional leave should not occur regularly. Therefore, it is not expected that term-time leave will be requested on an annual basis.

Parents' Section

(Please attach additional sheets if necessary)

Surname of child:	<input type="text"/>	First Name of child:	<input type="text"/>
Date of Birth:	<input type="text"/>	Class:	<input type="text"/>
Surname of parent/ Carer:	<input type="text"/>	First Name:	<input type="text"/>
Relationship to child:	<input type="text"/>	Are there any siblings applying for leave?	<input type="text"/>

Please state why leave must be taken during term time instead of during school holiday periods

(Number of school days)

First Date of Absence

Date due back in school :

Parent/carer's signature :

Date of
Application:

SCHOOL SECTION:

Date application received in school:

Leave request approved?	Yes	No
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Headteacher's Signature :

Date

Please return a copy of this form to the parent/carer after consideration.

In cases where leave has been authorised by the school, parents/carers may wish to keep this proof of authorisation with them as evidence if they are challenged by an attendance/police officer during a truancy sweep.