

APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM THE BOLSOVER SCHOOL DURING TERM TIME

THIS FORM **MUST** BE COMPLETED BY THE PARENT OR CARER if you consider you have to take your child out of school during term time, and that you have exceptional circumstances. Any application should be made **well in advance** and parents are strongly advised to apply for leave of absence **before** making any arrangements.

Name of Student Form

Period of absence Date of return to school

Have you already had leave in this school year? Yes/No

My child's punctuality and attendance are both good? Yes/No

Reasons for absence (please supply in as much detail as possible the reason for your request)

Signature of Parent/Carer Date

Decision: Authorised/Unauthorised Absence

Signed Date

***Please Note:** The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances **absence during term time unless there are exceptional circumstances**. In 'exceptional' circumstances, a request for absence must be made in advance, to the Headteacher, who will inform you of his decision prior to booking your holiday. If a request for leave is not authorised by the Headteacher and the Student goes on holiday, the absence will be recorded as unauthorised which may result in a penalty fee.