

# Chaucer Junior School Leave of Absence Request

Received by:
Date:

Please note that there is no automatic right for pupils to be granted authorised absences for family holidays or other reasons. In 2013 amendments to the Education (Pupil Registration) (England) Regulations 2013 state that Headteachers may **not** grant **any** leave of absence during term time, including holidays **unless there are exceptional circumstances**.

Any requests must be made on this form and sent to the office **at least 2 school weeks (not including school holidays) prior** to any leave being taken, **leave cannot be given retrospectively**. Exceptional circumstances must be evidenced by a letter. To take a holiday in term time because the cost is cheaper **IS NOT** an exceptional circumstance.

Chaucer Junior School considers every request for leave in relation to the individual pupil, as advised this is regardless of their wider attendance. We will consider and process this application then return it to parents with a decision within 10 school days.

Name of Pupil:	Class:	Date of Birth
Address		
Printed name of Parent /Carer making application:		
<div style="display: flex; align-items: flex-start;"> <div style="border: 2px solid black; width: 40px; height: 40px; margin-right: 10px;"></div> <div>             Total number of <b><u>school</u></b> days requested from (first day):..... to (last day):.....           </div> </div>		
Reason for term time leave of absence request (with evidence attached)		
Does your child have any brothers or sisters attending other schools? YES/NO		
<small>(If YES please write their names and schools below)</small>		
Name of brother/sister	School Attended	
Signature		
	Date	