

**St Joseph`s Catholic School**  
**Request for Leave of Absence During Term Time**

**Section A: To be completed by Parent / Carer**

Please Note: The amendments (2013) to The Education Regulations (2006) make clear that Headteachers may not grant leave of absence during term time unless in 'exceptional circumstances'. Family holidays are not considered 'exceptional circumstances'.

Applications for leave of absence must be made in advance. Any parent/carer requesting leave of absence of 5 or more days will be asked to make an appointment to see the Headteacher to explain the circumstances.

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|--|--|--|--|
| Child's Name   |  |  |  |
| Class  |  |  |  |
| <p>I/We are requesting that the Head Teacher, acting on behalf of the Governing Body, considers the following request for Leave Of Absence in Term Time as constituting `Exceptional Circumstance`. Please detail the `Exceptional Circumstances` providing as much relevant information as possible. Please attach copies of any supporting evidence.</p> |  |  |  |
| First Day of proposed Leave of Absence   |  | Number of School Days Absence Requested. |  |
| Last Day of proposed Leave of Absence  |  |  |  |
| Details of any leave of absence taken in the last 12 months  |  |  |  |
| Signed:  |  | Date:                                    |  |

