



Sunnydown School

Application for leave of absence for exceptional circumstances

Our school policy is not to authorise any absence during term time. However, in exceptional circumstances, the Headteacher may consider your request, providing that your child has an attendance level of 96% or above at the time you request special leave of absence.

Please ensure you have read the guidance below carefully before completing the request for leave; and then return to the Headteacher for consideration. As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days.

Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1st September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.

Term time holidays are not considered exceptional circumstances. Please complete and submit this form if you want the Headteacher to consider your request for your child's leave of absence for exceptional circumstances. We may ask for proof to back up your request.

The Headteacher will consider the reasons for the request carefully and will notify you of the decision. A personal meeting may need to be arranged.

I would like to request leave of absence for:

Name of Child:

Dates from: to:

Please state reason: *(please attach additional information if required)*

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Date: Signature of Parent/Carer: