Huntcliff School
An Academy for Success

APPLICATION FOR STUDENT'S LEAVE OF ABSENCE DURING TERM TIME
Please complete and return to Huntcliff School - Reception

From September 2013 there have been amendments to the 2006 regulations. References to family holidays and extended leave as well as the statutory threshold of ten school days have been removed. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are **exceptional circumstances** (family holidays, re-unions, special birthdays or other family events are not considered to be exceptional)**.** Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Student Name		House & Form	
Leave Requested	From: To:	No of School Days to Be Missed	

Reason for requesting an absence in term time:

2. Leave of absence requested and the nature of the exceptional circumstance	
Please provide full detail:	

Signed: ---------- (*Parent/Carer) Print:* ----------

Date: ----------

For school office use only:

Attendance %:	**Comments:**

Headteacher Response:

Headteacher ➔ School Office (take 1 copy) for relevant PSO ➔ return to Parent/Carer with outcome