



**Oasis Academy Parkwood**

**Application Form for an Exceptional Leave of Absence Request during Term Time**

Should you wish to make a request for a one-off exceptional leave of absence for your child during term time, please complete the application below providing evidence in support of the exceptional circumstance, together with details of why the leave cannot be taken during any school holiday period.

Please note this **MUST** be made prior to the proposed leave of absence. Each request will be considered based on the information provided. Leave of absence is not an entitlement and will not be granted for the purpose of a family holiday, as this does not meet the exceptional circumstance threshold.

Please **DO NOT** make any arrangements prior to submitting the request and until you have confirmed with the school that the leave of absence is granted.

In September 2013 there was an amendment to the Education (Pupil Registration) (England) Regulations 2006 which prohibited the Headteacher of a school granting leave of absence for a pupil except where an application *is made in advance* and the Headteacher considers there are **exceptional circumstances** relating to the request. If the Headteacher authorises a leave of absence request, it will be their decision to determine the length of time that the child can be away from school.

<b>1. To be completed by the parent or carer <u>with whom the child normally resides</u></b>			
<b>Name of Pupil</b>			<b>Class</b>
<b>Address</b>			
<b>Dates Requested</b>	<b>From: (First date of proposed absence)</b>	<b>To: (last date of proposed absence)</b>	<b>Total Number of School Days</b>
<b>Supporting information and the reason for the exceptional leave of absence request</b>			

<b>2. Please provide details of any other siblings. A separate application will be required for each child.</b>		
<b>Child Name</b>		<b>Oasis Academy Parkwood</b>
<b>Child Name</b>		<b>Oasis Academy Parkwood</b>

<b>3. I confirm that I am the parent or carer with whom the child listed in section 1 resides</b>			
<b>Signed</b>		<b>Please print name</b>	
<b>Date</b>		<b>Relationship to child</b>	

<b>For School Use Only: A copy MUST be retained by the school</b>	<b>Date application received:</b>	<b>Received by:</b>
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