



APPLICATION FOR PUPIL LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME

This form should be completed by the parent/carer and returned to the school as far in advance as possible and preferably at least **6 weeks** before the first date of the period of leave being requested. Parents/carers must obtain the schools permission **before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised.**

No parent/carer can demand leave of absence as of right. The Education regulations state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in exceptional circumstances. Each application is considered individually by the school.

Please note: Head teachers would not be expected to class any term time holiday as exceptional.

Head teachers must consider the individual circumstances of each case when making a decision. The decision of the Head teacher is final. Parents who take a child on leave in term time without the permission of the school risk being issued with a penalty notice fine for unauthorised absences.

Taking a pupil on leave during term time interrupts teaching and learning and can disrupt educational progress. Before completing this application form, parent/carers are asked to consider the effect on their child's continuity of education.



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Name of student(s)	
School – Northallerton School and Sixth Form College	
Year/Form	
Address	Telephone Number
Siblings (if different school)	Schools attending
I request permission for my child to be absent from school	
From To Total school days	
Exceptional circumstances for request:	
Signature of parent/carer.....	
Date.....	

For school use only

Seen by Head teacher (signature)

Date.....

Decision reached (please circle) – Authorised/Unauthorised

Date reply returned to parent(s)

Initials