



**St John Plessington  
Catholic College**

**APPLICATION FOR LEAVE OF ABSENCE OF CHILD FROM SCHOOL  
IN EXCEPTIONAL CIRCUMSTANCES**

Parent/Carer Name \_\_\_\_\_ being the parent/carer of  
Pupil Name \_\_\_\_\_ Form \_\_\_\_\_

Request that he/she be granted leave of absence from school (give dates)

from ...../...../..... To ...../...../..... This equates to \_\_\_\_\_ school days.

This leave of absence is exceptional\* because

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\*Exceptional circumstances – rare/significant/unavoidable/short/cannot be scheduled at another time

Signature of Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

This application **IS** approved

This application **IS NOT** approved

Head Teacher \_\_\_\_\_

Date \_\_\_\_\_

This form is to be completed by the Parent or Carer and forwarded to the Headteacher of the school which the child attends one month before the period for which leave of absence is requested. Once the Head Teacher has made a decision a copy of this form should be returned to the parent and a copy kept in school.

**NOTE FOR PARENTS:**

1. Regulations made by the Secretary of State for Education with reference to school attendance only allow for Head Teachers to authorise leave of absence in exceptional circumstances. The regulations also allow for Head Teachers to specify the number of days they will authorise for any leave of absence.
2. Parent or carers do not have an automatic right to leave of absence, and previous attendance will be taken into account.
3. Parents or carers should avoid requesting leave of absence of their child during the period of national examinations (usually May/June – parents or carers should enquire from the school as to the exact dates).
4. Parents who take their children out of school without the Head Teacher's approval may be issued with a Fixed Penalty Notice per parent per child.
5. Exceptional circumstances DO NOT include parental holidays outside school times.
6. The final decision lies with the Head Teacher.