

HEARTS Academy Trust

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HEARTS ACADEMY TRUST

Application for Exceptional Leave



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Application for exceptional leave

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 prohibit the granting of leave of absence to a pupil, except where an advance application has been made by the Parent with whom the pupil normally resides, and the Headteacher considers that there are exceptional circumstances relating to the application.

Taking your child out of school during term time could be detrimental to your child's educational progress. A pupil who takes 10 days absence will only attain 94.7% attendance in the year. 10 days absence also means the pupil will miss 50 hours of education. We have concerns about any child whose attendance is less than 96%.

There is no entitlement to parents to take their child out of school during term time. However, you may apply to the school for leave of absence if you believe there are exceptional circumstances.

If the absence is not authorised and the holiday is taken, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.



- All applications must be accompanied by a letter, outlining the 'exceptional circumstances' for which a leave of absence is being applied for
- All applications must be completed in full
- A separate application must be made for each child

Application for exceptional leave Please complete one application per child

Child's Name	
Child's date of birth	
Child's class	
First date of absence	
Last date of absence	
Total number of days to be absent from school	

Important: A letter must be attached to this request, outlining the 'exceptional circumstances' for which a leave of absence is being applied for.

Signed: _____ **Date:** _____

Name: _____

Details of all Parents/Carers of the above child (eg all natural and step-parents)

Name	Date of Birth	Relationship to child