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Co-op Academy
Clarice Cliff

STOKE-ON-TRENT CITY COUNCIL
APPLICATION FOR LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES
IN TERM TIME
The Education (Pupil Registration) Regulations 2006

This form should be completed, in advance of the proposed period of absence, by the parent with whom the child normally resides. In line with Government and local Authority guidance, all leave requests will be dealt with at the discretion of the Governing Body and the child's period of attendance will be taken into account.

I wish to apply for leave of absence from school for my child:

Name of Child Class

First day of leave requested Last day

Number of school days involved

Exceptional circumstances leading to request (Reason for the request).

Signed (Parent/Carer) Date

Please note

You should not expect holidays taken in term time to be authorised. If you choose to take a continuous absence during term time of four weeks or more we will be unable to retain your child's place at this school.

Therefore on your return you will need to re-apply for a place.

If you still choose to take the unauthorised leave of absence, please be aware that a copy of your child's attendance certificate, advisory letter, holiday application, rejection letter and a referral may be submitted to the Education Welfare Service which could result in a fine.

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