



# MEADOW WOOD SCHOOL

## APPLICATION FOR LEAVE OF ABSENCE

As a Parent or Carer, you should fill in this form if you want to take your child out of school during term time.

After completing the form, please return it to the head teacher no less than 3 weeks before the date when you want the period of absence to start.

The conditions under which leave of absence in term time may be granted are contained in Reg. 7 The Pupil Registration Regulations 2006 and amendments to these regulations in September 2013.

These government amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances, which should be discussed in advance with the headteacher.

I request that \_\_\_\_\_ (Name of child)

be granted leave of absence from Meadow Wood School

from \_\_\_\_\_ to \_\_\_\_\_ 20\_\_\_\_

Please outline reason for request for leave of absence below

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\_\_\_\_\_  
(Signature of Parent/Carer

\_\_\_\_\_  
Date

For office use only

Authorised by Headteacher \_\_\_\_\_ Date \_\_\_\_\_ Code \_\_\_\_\_

Unauthorised by Headteacher \_\_\_\_\_ Date \_\_\_\_\_ Code \_\_\_\_\_