



REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME (exceptional circumstances only)

Education (Pupil Registration) (England) Regulations 2006
Education (Pupil Registration) (England) (Amendment) Regulations 2013

The 2013 amendments to the 2006 regulations make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances and that Headteachers should determine the number of school days a student can be away from school if the leave is granted.

Please fill in this form and return to:

Attendance Team, Macmillan Academy, Sockton Road, Middleborough, TS5 4AG

NAME OF STUDENT		
DATE OF BIRTH		
TUTOR/YEAR GROUP		
ADDRESS		
CONTACT NUMBERS	1.	2.
SIBLING DETAILS (or other children living in the household)		

Declaration

I have read and understand the information about leave of absence during term time, unauthorised absence, and penalty notices. I am aware of the possible consequences should my child take leave of absence without the prior authorisation of the Headteacher and agree to take my child out of school despite the effects of this leave of absence as outlined below (please tick):

- MISSED LESSONS
 LESS TIME WITH FRIENDS
 FALLING BEHIND
 POTENTIALLY LOWERED EXAM GRADES

PARENT/CARER NAME	
PARENT/CARER DATE OF BIRTH	
PARENT/CARER SIGNATURE	
DATE	