



# The Bromfords School and Sixth Form College

## Application For Student Leave of Absence In Term Time Due To Exceptional Circumstances

Taking your child out of school during term time can be detrimental to your child's educational progress. **There is no legal entitlement** for leave of absence.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended regulation 7 prohibits Headteachers granting leave of absence to a student except where an application has been made in advance (at least 6 weeks before) by the Parent/Carer with whom the student normally resides **and** the Headteacher considers that there are exceptional circumstances relating to the application. **Please note family holidays are not an exceptional circumstance.**

**If absence is not authorised and the time is still taken, the case may be referred to the Local Authority who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child.**

**Please complete this form and return to the School Office. You should allow 10 working days for your request to be processed. Incomplete forms will be returned unprocessed.**

<b>Name of Student:</b>		<b>DOB:</b>		<b>Form:</b>	
<b>Date of First Day of Absence:</b>				<b>No of School Days:</b>	
<b>Date of Return to School:</b>					
<b>Please give full details of the exceptional circumstances that necessitates a term time absence:</b>					
<b>(Please continue overleaf if necessary)</b>					
<b>I/We have read and understood the information regarding Leave of Absence During Term Time.</b>					
<b>Parent/Carer 1</b>					
<b>Signed:</b>		<b>Relationship to Student:</b>			
<b>Print full name:</b>		<b>DOB:</b>			
<b>Parent/Carer 2</b>					
<b>Signed:</b>		<b>Relationship to Student:</b>			
<b>Print full name:</b>		<b>DOB:</b>			
<b>Date Completed by Parent/Carer:</b>		<b>Date Received by Bromfords:</b>			



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Details of the exceptional circumstances that necessitates a term time absence continued: