



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.

Name of Student:		DOB:		Form:	
Date of First Day of Absence:					
Date of Return to School:					
Please give full details of the exceptional circumstances that necessitates a term time absence:					
<i>(Please continue overleaf if necessary)</i>					
I/We have read and understood the information regarding Leave of Absence During Term Time.					
Parent/Carer 1					
Signed:		Relationship to Student:			
Print full name:		DOB:			
Parent/Carer 2					
Signed:		Relationship to Student:			
Print full name:		DOB:			



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