



Dear Headteacher,

I would like to request permission for leave of absence for my child, a pupil registered at your school for the reasons detailed below (*further information can be attached if required*).

<b>Pupil's full name</b>	
<b>Pupil's Date of Birth</b>	
<b>Year Group</b>	
<b>Class / Registration</b>	
<b>Pupil's full address and postcode</b>	

<b>First date of absence</b>	
<b>Last date of absence</b>	
<b>Date of return to school</b>	
<b>Number of school days absent</b>	

**Please be aware**, as per our school's attendance policy and the Hertfordshire published Code of Conduct relating to school attendance, that the law requires parents to seek permission from the head teacher to take their child out of school during term time. The law states **permission can only be granted if:**

1. An application has been made in advance by the parent the child normally lives with; and
2. There are exceptional circumstances.

Please also note that, if on the rare occasion circumstances are deemed exceptional by the head teacher, the duration your child is permitted to be away from school may only be determined by the head teacher.

<b>Reason for request including why you believe your circumstances to be exceptional. (Further details may be attached to this form)</b>

<b>If you have a child/ren at another school/s, please detail their name/s and which school/s they attend below</b>
<b>Pupil's name, name of school and school telephone number:</b>

<b>Full name of person making request</b> (note requests must be made by a parent who the pupil normally lives with)	
<b>Relationship to child</b>	
<b>Full address and postcode</b> (if different from child's above)	
<b>Signature</b>	
<b>Date</b>	