Boxgrove Primary School

Co-Headteachers
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Leave of Absence in Exceptional Circumstances Application Form 2026-27

Please complete the form as early as possible or at least five working days in advance

Return to absence@boxgrove.surrey.sch.uk

If you are requesting a leave of absence in exceptional circumstances for more than one child you will need to complete a separate form for **each child**

The Education (Pupil Registration) (England)(Amendment) Regulations 2013 which became law on 1 September 2013 state that Headteachers may **not** grant any leave of absence during term time unless there are exceptional circumstances.

Please fill in this form if you want to ask the Headteacher to authorise a leave of absence during term time for your child. **Under no circumstances will absences for family holidays in term time be authorised after they have happened.**

The Headteacher will consider the reasons for the request carefully but can only authorise the leave if she considers the reasons for the request to be exceptional. The Headteacher will notify you of the decision within five days.

Name of child:	**DOB:**	**Class:**
I am applying for leave of absence for my child: from: ____/____/____ to: ____/____/____		Number of Days:
Reason for request:		
Has your child already had leave of absence in this school year? YES / NO		
If YES, please give dates and details:		
I also have children at (name of school)		
Signed: (Parent/Carer)		Date:

Leave of Absence in Exceptional Circumstances Application Form (To be completed by the Headteacher)		
Child's attendance level last academic year:		%
Our overall school target for attendance this year is		96 %
Having considered your request carefully, I do/do not consider this to be exceptional circumstances and will/will not be authorising this absence.		
Approved		The absence will be recorded as authorised.
Not approved		The absence will be recorded as unauthorised.
Explanatory notes:		
Signed: (Headteacher)		Date:

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