



Executive Headteacher: Mr T. R. Verity  
Head of School: Miss L. Pipes

Surfleet Primary School  
Station Road, Surfleet, Spalding, Lincolnshire, PE11 4DB

Tel: 01775 680373 Fax: 01775 680025  
Email: [admin@surfleet.lincs.sch.uk](mailto:admin@surfleet.lincs.sch.uk)  
Website: [www.surfleet.lincs.sch.uk](http://www.surfleet.lincs.sch.uk)

### APPLICATION FOR LEAVE OF ABSENCE FOR EXCEPTIONAL CIRCUMSTANCES ONLY

As a parent or carer you are strongly urged to avoid booking holidays or visits overseas during term-time as these can no longer be authorised by the Head Teacher. Should you be considering this please contact school to discuss it with the Head Teacher.

Amendments have been made to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment) Regulations 2013**. These amendments, as described below, come into force on 1 September 2013.

Head Teachers may no longer grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers will determine the number of school days a child can be away from school if the leave is granted.

Should leave be taken after permission has been withheld then this will be recorded as unauthorised absence. This will appear both in the school register and in your child's report. Persistent unauthorised absence may result in the involvement of the Education Welfare Officer and possible legal proceedings.

I request that \_\_\_\_\_ (Name of Child)  
be granted leave of absence from \_\_\_\_\_ to \_\_\_\_\_ Total number of days \_\_\_\_\_  
due to exceptional circumstances.

It is necessary to take my child out of school because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_  
Name of Parent/Carer (please print) \_\_\_\_\_

#### **THIS SECTION IS TO BE COMPLETED BY THE SCHOOL**

Current Attendance Percentage: \_\_\_\_\_

Request granted \_\_\_\_\_ Head Teacher \_\_\_\_\_ Date \_\_\_\_\_

Request refused \_\_\_\_\_ Head Teacher \_\_\_\_\_ Date \_\_\_\_\_

Reason for refusal \_\_\_\_\_  
\_\_\_\_\_