**Dee Schools’ Partnership Formal Application for Leave of Absence**

**Department of Education Attendance Regulations September 2013**

The amendments to the Education regulations 2006 makes it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Data on unauthorised and authorised absences is collected by the DofE. Local authorities and schools are obliged to monitor attendance and take action as deemed necessary.

If you consider your circumstances to be exceptional please provide these details to the school. Further information can be obtained from [www.dfe.gov.uk](http://www.dfe.gov.uk)

Pupil’s name: ………………………………………………………………………………….…………….. Class:…………………………….

Dates of absence: From……………………………………………… To……………………………………………….. (inclusive)

Reason: ……………………………………………………………………………………………………………………………………………………………………………………………………

Name of parent…………………………………………………………………. Signed:………………………………………..(parent/carer)

Date: ………………………..

…….……………………………………………………………………………………………………………………………………………………………………………………………………………

**For school to complete:**

Explanation meets criteria: Yes / No

Appointment necessary: Yes / No **If yes, please contact the school to make an appointment**.

Absence to be coded as:

Signed………………………………………………………………………………….(headteacher) Date …………………..…………

Form to be copied for parent and a copy to be retained by the school.