Procedure for requesting term time leave of absence

The Government Department for Education has informed schools that **no term time absence request of any sort can be authorised by the headteacher unless there are 'exceptional circumstances'.**

Parents requesting term time leave of absence for their child must apply in writing and in advance to Miss Pluckrose explaining the 'exceptional circumstances' and providing related evidence. Exceptional circumstances include events such as severe or sudden illness of a family member, the death of a family member, a funeral or a wedding of a family member. You may be asked to see Miss Pluckrose to discuss your request before any authorisation can be given.

The Government Department for Education has also informed schools that headteachers **'no longer have the discretion to authorise any term time leave which relates in any way to a holiday'.** Therefore Miss Pluckrose will no longer be able to authorise any leave of absence for the purpose of a holiday whatever the circumstances. Any leave taken for a holiday will, in future, be recorded as unauthorised.