



Term-time leave is permitted only in exceptional cases which must be communicated in advance with evidence provided as soon as possible to the Headteacher.

Name of Pupil	Class Year	Group
I request permission for my child/children to be absent from Aston Clinton School From _____ to _____ Total number of school days _____ Date due back in school _____		
Please provide details of any siblings who attend another school Sibling name: _____ School: _____		
Please give details and reasons for the proposed absence which supports the application for exceptional circumstances (include any supporting evidence).		
☐ I confirm that I have read and understood the information below Parents and carers have a legal duty (Education Act 1996) to ensure their children receive suitable education. Regular school attendance is essential for academic and social success. Headteachers can only authorise term-time absences in exceptional circumstances, defined as rare, significant, unavoidable, and short. Unauthorised absences may be reported to the County Attendance Team, which could lead to a penalty notice or prosecution, in line with Section 444 of the Education Act, Local Authority Guidelines, and the School Attendance Policy.		
Signature of Parent/Guardian:		Date:

For Office Use

Supporting evidence provided	
Numbers of sessions requested	
Number of unauthorised absences taken in the last three years	
School have checked with the sibling school that there is a consistent approach to the absence.	

Reason for authorised / unauthorised (delete as appropriate)

Headteacher signature

Date
