



Amwell View School and Specialist Sports College

Stanstead Abbots, Nr. Ware, Station Road, Hertfordshire, SG12 8EH

Headteacher: Mrs Jan Liversage
B. Ed., Ad. Dip., B. Phil. (MSI)

APPLICATION FOR LEAVE OF ABSENCE DUE TO EXCEPTIONAL CIRCUMSTANCES

At Amwell View School all students are expected to aim for a 100% attendance record. As such, it is not expected that parents/carers will make applications to take their child out of school during term time.

Under new regulations, 'The Education (Pupil Registration) (England) (Amendment) Regulations 2016', schools no longer have the discretion to grant leave of absence during term time unless there are exceptional circumstances.

As a parent or carer, you should fill in this form if you want to take your child out of school during term time due to **exceptional circumstances**. After completing the form, please return it to the Headteacher no less than 2 weeks before the date when you want the period of absence to start.

For further guidance please refer to "school attendance regulation amendments" on the Department for Education website:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/564599/school_attendance.pdf

I request thatbe granted leave of absence
(Name of child)

from to..... 20.....

due to the following exceptional circumstances:

.....

.....
(Print Name) (Date)

.....
(Signature of Parent/Carer)

Headteacher comments:
.....

.....
(Signed) (Date)

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