



Hemlington Hall Academy
 Briscoe Way
 Hemlington
 Middlesbrough
 TS8 9SJ

Tel: 01642-591171
 Email: hemlingtonhall@mcschools.org.uk
 Website: www.hemlingtonhallacademy.co.uk

Headteacher: Mrs KL Edmenson

**REQUEST FOR LEAVE OF ABSENCE
 DURING TERM TIME (exceptional circumstances only)**

**Education (Pupil Registration) (England) Regulations 2006
 Education (Pupil Registration) (England) (Amendment) Regulations 2013**

The 2013 amendments to the 2006 regulations make it clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances and that Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

Name of Pupil	
Date of Birth	
Tutor/Year Group	
Address	
Contact Numbers	
Sibling Details (or other Children living in the household)	

I request permission for my child to be absent from school between:	
First Day Absence	
Date of Return	
Total School Days	
Please fully explain the exceptional Circumstances that you would like the Head Teacher to consider (continue of a separate sheet if necessary)	

(Accessible formats available on request)





Hemlington Hall Academy
Briscoe Way
Hemlington
Middlesbrough
TS8 9SJ

Tel: 01642-591171

Email: hemlingtonhall@mcschools.org.uk

Website: www.hemlingtonhallacademy.co.uk

Headteacher: Mrs KL Edmenson

Declaration

I have read and understood the information about leave of absence during term time, unauthorised absence, and Penalty Notices. I am aware of the possible consequences should my child take leave of absence without the prior authorisation of the Head Teacher.

Signature.....
Parent/Carer

Date.....

(Accessible formats available on request)

