



Redborne Upper
School and
Community College



Alameda Middle
School



Woodland Middle
School



The Firs Lower
School



Flitwick Lower
School



Kingsmoor Lower
School



Maulden Lower
School



Russell Lower
School



Templefield Lower
School

APPLICATION FOR LEAVE OF ABSENCE FOR YOUR CHILD DURING TERM TIME

As a parent or carer, please complete this form and return it to the school office **AT LEAST SIX WEEKS before the date when you want the period of absence to start**. For further information about requesting leave of absence, please see our [Attendance Policy](#).

Student's Full Name: Date of Birth:

Form:

Period of absence for days from: to: (inclusive)

Reason for Absence (if request is for a family holiday, please explain the exceptional circumstances why it **MUST** be in term time, if required please attach additional sheets with evidence from your employer)

Name: Relationship to student:

Signed: Date:

Please indicate if your child has siblings in any of our Redborne Partnership schools

The Firs	☐	Russell	☐	Maulden	☐	Alameda	☐
Templefield	☐	Kingsmoor	☐	Flitwick	☐	Woodland	☐
Redborne	☐						

Sections below to be completed by school staff only

Current Attendance% Previous holidays checked ☐

Decision Regarding Request For Leave Of Absence In Term Time

Number of days requested:

Absence request authorised ☐

Absence request unauthorised ☐

Absence request can be partly authorised ☐

Reason for decision (if appropriate)

Signed: Head Teacher

Please note:- The Education (Pupil Registration) (England) Regulations 2006 allowed headteachers to grant up to 10 days leave of absence in special circumstances for the purpose of a family holiday during term time. Amendments to the 2006 regulations which were enacted in September 2013, removed all references to family holidays and extended leave as well as to the threshold of 10 school days. The amendments make it clear that headteachers may not grant **any** leave of absence during term time unless there are **exceptional circumstances**. For further information contact Andrew Copperwheat, Access and Inclusion Service, on 0300 300 6291.