



# BENGEO PRIMARY SCHOOL

The Avenue, Bengeo, Hertford, Herts. SG14 3DX

Headteacher: Mrs J. Page

Telephone: 01992 582765

e-mail: admin@bengeo.herts.sch.uk ~ Website: www.bengeo.herts.sch.uk

## EXCEPTIONAL LEAVE APPLICATION FORM

Full Name of Child(ren) : \_\_\_\_\_

Class(es): \_\_\_\_\_

Date of Absence: From \_\_\_\_\_ (first day of leave)

To \_\_\_\_\_ (last day of leave)

Explanation of exceptional circumstances:

Signature of parent/carer: \_\_\_\_\_

Date request made: \_\_\_\_\_

### FOR OFFICE USE ONLY

Seen by Head Teacher \_\_\_\_\_

Comments:

Date: **AUTHORISED/UNAUTHORISED**

As of 1<sup>st</sup> September 2013, the law regarding holidays during term time changed. Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. It will no longer be possible for parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave. In some instances a penalty notice may be issued.

