

# Leave of Absence Policy



This policy is in line with the Ethos and Values of  
Blackburn Central High School

## Document Control

This policy has been approved for operation within Blackburn Central High School

Date approved	January 2015
Date of next review	January 2017
Review period	2 Years
Policy status	Statutory
Owner	NCH

## **Leave of Absence in Exceptional Circumstances Policy**

Following the Government's amended Pupil Registration Regulations Head Teachers no longer have the authority to authorise absence during term time unless in exceptional circumstances.

If you require your son/daughter to be absent during term time and feel that your request for absence is for exceptional circumstances complete the Application for Discretionary Leave of Absence Form below detailing:-

- What the exceptional circumstance is.
- The reason the absence cannot be taken during school holidays.
- Accompanying documents e.g. medical documentation

This request will then be considered and this may require you to come into school to discuss the application further.