# REQUEST FOR EXTENDED LEAVE

Before filling in this form, please refer to DE Circular 2026/15 which explains the J code and the circumstances when it may be used.

**Please note DE recommend that the 'J' code is used for a maximum of 2 weeks**

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|---|---|
| School Name | |
| School Reference Number | |
| School contact number | |
| Email address of inputter | |
| Pupil Name(s) | |
| Proposed start date of Extended Leave | |
| Proposed end date of Extended Leave | |
| Reason for Extended Leave | Please select a reason<br><br>If selecting 'other' from the list please provide details below: |
| Have you given due consideration to the following: *(Please ensure all considerations have been documented and retained)* | |
| Safeguarding concerns/child protection issues | Yes ☐ Not Applicable ☐ |
| Any SEN issues | Yes ☐ Not Applicable ☐ |
| EA Services involved | Yes ☐ Not Applicable ☐ |
| Attending another school whilst away | Yes ☐ Not Applicable ☐ |
| Has extended leave been approved for this pupil this year or in previous years? | Yes ☐ No ☐<br>(if so, provide date of last approval) _____ |
| Name of parent / carer: | |
| Relationship to pupil(s): | |
| Contact number during absence: | |

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|---|---|
| Email address: | |
| Approval granted by the school: | Yes ☐ No ☐ |
| Extended Leave Start Date: | |
| Extended Leave End Date: | |
| Reason for decision: | |
| Signature of Principal/Senior Management Team: | |
| Confirmation that parent / carer has approved: | Yes ☐ No ☐ |
| Designated staff contact: | |
| Phone No: | |
| Email address: | |
| Evidence of reason for application | Please attach pdf documents or add notes (e.g. Doctor's letter; letter from passport office; letter from school which child may be attending in other country) |

Please ensure a copy of this form is provided to the pupil's parent / carer and a copy is kept on the pupil's file. A copy of this form and supporting documentation should be sent to: **attendance@education-ni.gov.uk**.

***All data contained on this form will be stored in accordance with GDPR****