A logo of a school

Description automatically generated

REQUEST FOR LEAVE FOR AN EXCEPTIONAL CIRCUMSTANCE

Leave of absence during term time may not be granted unless there are exceptional circumstances. There is

**no entitlement** to take your child out of school for a holiday in term time.

|  |  |
| --- | --- |
| PUPILS’S NAME: | CLASS: |
| ADDRESS: | DESTINATION/COUNTRY |
| FIRST DATE OF ABSENCE: | RETURN TO SCHOOL DATE: |
| REASON FOR LEAVE OF ABSENCE REQUEST: | |
| SUPPORTING EVIDENCE FOR EXCEPTIONAL CIRCUMSTANCES: | |
| Signature 1 (Parent/Carer) | DATED: |
| Signature 2 (Parent/Carer) | DATED: |

Any unauthorised absence taken may incur a Penalty Notice Fine. Our Attendance Policy can be found on our website.

**SCHOOL OFFICE USE ONLY:**

|  |  |
| --- | --- |
| **Current Attendance %** | **Last Year’s Attendance %** |
| **No. of days already taken this academic year:** | **Authorised / Unauthorised** |
| **Signed (Headteacher)** | **Dated:** |
| **Date notification letter sent to parent:** | **PN to be issued Yes/No** |