

Application for leave of absence for Exceptional Circumstances

Taking your child/children out of school during the year risks their chances of achieving their full potential in school; it can also unsettle your child and friendships that they can make in school. If there are exceptional circumstances for absence, this must be requested in advance in writing (using this form). Term time leave can only be granted at the discretion of the Headteacher for exceptional circumstances.



Pupil Details

Full Name:	Class:
Full Name:	Class:
Full Name:	Class:

Parent and Contact Details

	Parent/Carer (1)	Parent/Carer (2)
Name:		
Address:		
Phone Number:		
Relationship to Pupil		

Absence Details

First day of absence	Date of return to school	Number of days

Safeguarding

If your child(ren) will be absent for more than 1 week, weekly contact during the absence is required for any leave to be considered. The attendance lead must be able to see or speak to the child(ren) and adult responsible for their care. Do you agree to this?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Preferred date and time for contact:		

Reason for requesting exceptional leave (please continue on the reverse of this page if necessary)

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Please note: Absence taken which has not been authorised could be liable for a fixed penalty fine by the local authority.

Parent/Carer signature	Date submitted to school

FOR SCHOOL USE ONLY	
Current percentage attendance	
Number of days of exceptional leave taken in this or previous academic year(s)	
Number of days of unauthorised absence in this or previous academic year(s)	
Does leave coincide with any significant academic or exam period?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>
Mitigating circumstances (including any ongoing issues)	
Aggravating circumstances (including any ongoing issues)	
Is absence authorised?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>
Register code to be used for this absence	