**REQUEST FOR TERM TIME PUPIL LEAVE – EXCEPTIONAL CIRCUMSTANCES**

Name of Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like to request permission for my child to take ‘exceptional’ term time leave from school for the following reasons and understand that family holidays are not a valid reason and that any absence may be detrimental to my child’s education.

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| Outline of exceptional circumstances: |

The exceptional leave I am requesting for my child is planned from (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My Child will return to school on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_resulting in a total absence of \_\_\_\_\_\_\_\_\_\_\_\_ school days.

I understand that I may be required to provide evidence of the above if required and that this may

require this information to be discussed with the relevant Unit Welfare Office.

Signature of parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Headteacher/Deputy headteacher use only*

Thank you for your application for ‘exceptional leave’ for your chid.

Your child’s attendance record for the last term/academic year is as follows:

% attendance

a) I confirm that this exceptional leave has been agreed:

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) Your request for exceptional leave has not been agreed for the following reason:

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|  |

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_