

APPLICATION FOR LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES

As a parent or carer, you are strongly urged to avoid booking holidays during term-time. If, however, it is absolutely unavoidable or there is a circumstance that is deemed as 'exceptional' (one off never to be repeated or cannot be avoidable because of unique circumstances beyond your control) then this form must be completed and returned to school no less than **2 weeks** before the start of the absence period.

The Headteacher will consider each case individually on receipt of this form. Please complete all sections fully to enable the full reasons for this exceptional circumstance to be understood.

Parent/ carer to complete this section			
Full name of child:			Class:
Dates requested:	From (first day absent)	To (last day absent)	Duration (school days):
Reason for absence:			
Please explain why this leave cannot take place outside of normal school time:			
Signed:			Parent/ carer
Relationship to child:		Date:	
Headteacher to complete this section			
Current attendance:			
How much absence has already been granted this academic year?			
<input type="checkbox"/> Your request is approved and the absence is authorised <input type="checkbox"/> Your request is not approved. If the pupil is absent, it will be recorded as unauthorised for the following reason			
Reason:			
Signed:		Date:	