

Head Teachers:
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APPLICATION FOR EXCEPTIONAL LEAVE DURING TERM TIME

Please complete this form and send it into the Head Teacher, you will receive confirmation by return. It is expected that parents will avoid removing their child from school during term time unless there are **EXCEPTIONAL CIRCUMSTANCES**.

Pupil Name:

Class:

Leave start date (first day of absence):

Leave duration (No. of days off school):

Date of Return to School:

This is an exceptional circumstance because:

Signed: Date:

Parent/ Guardian Name:

FOR OFFICE USE ONLY

HEADTEACHER'S DECISION – Request for exceptional leave

Pupil name: Class:

Previous number of leave days (this year): Percentage attendance (this year):

Authorised: Yes / No (delete as appropriate)

Signed: Date:

