

EXCEPTIONAL LEAVE FROM LEARNING REQUEST FORM



In line with Government legislation all pupils should attend school during the whole of term time in order to maximise their learning. We therefore ask parents **NOT** to take children out of school unless there are exceptional circumstances.

Exceptional circumstances may include:

- Religious reasons (this may need to be confirmed by a religious leader)
- Family bereavement
- To take exams (common entrance, ballet, music etc.)
- To participate in recognised sporting/cultural activities
- Service personnel with restricted holidays

Please attach any documentation in support of your request to the form

NAME OF CHILD/CHILDREN:		
YEAR GROUP/S:		
DATES OF ABSENCE:	From:	To:
DATE OF RETURN TO SCHOOL:		
NO OF SCHOOL DAYS REQUESTED:		
Please give full details of the exceptional reasons for this leave of absence:		

We advise parents not to plan for children to be absent from school without gaining prior agreement. Unauthorised absence may be recorded and could result in legal proceedings against you, either through a Penalty Notice or Magistrates Court.

Signed: **Print Name:** **Date:**

Please return this form to the school office as soon as possible - but at least two weeks' prior the start date of leave requested, unless the exceptional circumstances are as a result of emergency or bereavement.

For office use only

Authorised: <input type="checkbox"/>	Unauthorised: <input type="checkbox"/>	Signed:
Attendance: _____%	Code: <input type="checkbox"/>	Position:
	Number of days: <input type="checkbox"/>	Date:

To be returned to parent

Name of Child _____ Class _____ School days granted _____

Authorised Absence confirmed as exceptional circumstances Leave granted

Unauthorised

Signed Headteacher: _____ Date: _____

