



Leave of Absence Request Form for use in EXCEPTIONAL CIRCUMSTANCES ONLY

**This form must be completed and returned to school at least 2 weeks prior to the date(s)
when leave is being requested.**

Absence may only be authorised at the discretion of the Headteacher in EXCEPTIONAL CIRCUMSTANCES. Circumstances which are notified to the school or Local Authority after a decision has been made by the Headteacher will not be considered. Therefore please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence. Please read the attached Local Authority leaflet which explains Penalty Notices issued for unauthorised Leave of Absence during term time.

Name of Child(ren)	
Date(s) of Birth	
Class(es)	
Date of First Day of Absence	
Date of Return to School	
Number of Days requested	
Known siblings and school(s) attending	

Exceptional Circumstance (reason) for Leave of Absence during term time:

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Signed: _____

Date: _____

Email address: _____

For school use:

Date form received:
 Total sessions pupil absent this academic year:
 year:
 Request authorised: Yes/No

Attendance%:
 Total unauthorised absence this