



Exceptional Leave of Absence Application form

Name of pupil.....Year Group.....

Dates requested toTotal number of days.....

You are urged to avoid booking a family holiday during term time. Following government guidelines, we can only grant leave for exceptional circumstances. Please note that an unauthorised leave of absence could result in a penalty notice being issued.

Applications to the Headteacher for term time holiday will be considered individually using criteria as detailed in our attendance policy.

Reason for Request

Signature of parent / carer..... Date

.....

Signed.....
(Headteacher or Designated Attendance Officer)

Authorised YES / NO
Date: