



Application for leave of absence for Exceptional Circumstances

Term time leave can only be granted at the discretion of the Headteacher for **EXCEPTIONAL AND DOCUMENTED CIRCUMSTANCES**

Dear Parents,

This form is to request a leave of absence for **exceptional circumstances**.

Please read the definition of exceptional circumstances on the attendance page of our school website before completing this form.

Leave may only be granted where proper procedures have been followed and the permission given.

- You should complete an application form for term-time leave in good time
- In the event of an emergency when you have to take leave urgently, then you should inform the school or have the school informed immediately.
- Leave of absence cannot be granted retrospectively and evidence other than your word may be asked for.
- Tickets and/or other travel arrangements should not be booked prior to discussion with and agreement of the school.
- Parents should not confuse telling the school with having permission.

When submitting this form, you must also include supporting documents. These include:

- Confirmation of departure and return flights
- Invitations or funeral programs
- If leave is being requested to attend a funeral of an immediate family member a copy of the death certificate can also be sent
- Messages from a third-party including letters, emails, screenshots of text messages can be sent as supporting evidence.

Please be aware that applications for a leave of absence without supporting documents will not be considered. Once we have received the form and supporting documentation, it will be submitted to the Head teacher for his consideration.

Parent/Carer details

	Parent/carers (1)	Parent/carers(2)
Name:		
Address:		
Phone Number:		
Email address:		
Relationship to pupil:		

Pupils Full Name	Class

Reason for requesting exceptional leave

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Supporting Documents

Please include the document you are submitting with this form (please tick which of the below you are including)

Flight itinerary	Funeral notice	Appointment letter
Death Certificate	Medical Evidence	text/emails
Explanation of Cultural Significance	Wedding Invitation	

First date of absence	Date of return to school	Total number of days absent
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Absence taken which has not been authorised could be liable for a fixed penalty fine by the local authority.
Extended absences without permission may put your child's place at this school at risk.

Parent/Carer signature	Date submitted to school
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