



**Application for pupil leave of absence from school for exceptional circumstances.**

*Term time leave can only be granted at the discretion of the Headteacher for **exceptional and documented circumstances.***

**Pupil details**

Pupil name	Pupil class	Pupil address

**Absence details**

First day of absence from school	
Date of return to school	
Total number of days absence	
Address/es where pupil/s will be staying during absence	
Name and contact details of person responsible for pupil's care during absence	
Reason for applying for exceptional leave	
Evidence supporting reason for absence provided	Yes <input type="checkbox"/> No <input type="checkbox"/>
Travel documents provided	Yes <input type="checkbox"/> No <input type="checkbox"/>
Weekly contact during the absence is required for leave to be considered. This is a standard safeguarding requirement. The staff member assigned to make contact must be able to see or speak to both the child/ren and the adult responsible for their care. Do you agree to this?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Day/s and time/s preferred for contact	

**Parent and contact details**

	Parent/Carer	Parent/Carer	Emergency contact in UK (required)
Name			
Address			
Relationship to Pupil			

**Leave also requested for siblings in other schools**

Name	School	Class/Form

*Please note that absence taken which has not been authorised could be liable for a **Fixed Penalty Notice (fine) by the local authority and** extended unauthorised absences may put your child's place at John Perryn at risk.*

Parent/carer signature	Date submitted to school