



Leave for Exceptional Circumstances Request Form

Parents have a legal responsibility to ensure their child's attendance at school. Holidays in term time can disrupt the educational progress and continuity of teaching and learning. Requests will be considered and only be authorised where there is evidence of exceptional circumstances.

Please see attached regarding term time leave.

Name of child:	Class:
I am applying for leave of absence for my child for the following reason/s:	
First day absent from school:	
My child will return to school on:	
Number of days my child will be absent from school:	
This cannot be taken during the school holidays because:	
Evidence of exceptional circumstances:	
Has your child had any leave of absence this year? YES/NO	
If YES please give details	

Telephone: 01900 66982
www.seatonacademy.co.uk
Head: Mr R Barton



I also have other children attending (name of other school/s)	
Signed:	Date:
Print name:	
To be completed by the school	
Child's attendance current academic year: (%) attendance Number of missed sessions	
Child's attendance last academic year: (%) attendance Number of missed sessions	
After considering your application your request is: Authorised/Unauthorised	
Authorised	The absence will be recorded as authorised
Unauthorised	The absence will be recorded as unauthorised
Reason:	
Signed: Head Teacher	Date