



INSPIRE
BELIEVE
ACHIEVE

EXCEPTIONAL LEAVE OF ABSENCE IN TERM TIME REQUEST FORM

Parents have NO entitlement to take their child out of school for a holiday during term time.
The head teacher may grant leave of absence for exceptional circumstances.

TAKING YOUR CHILD ON HOLIDAY WITHOUT THE SCHOOL'S AUTHORISATION MAY RESULT IN THE LOCAL AUTHORITY ISSUING A £60 FINE PER PARENT, PER CHILD

Pupil's Name: _____ Year _____

Leave of absence dates requested: From: ____ / ____ / ____ To: ____ / ____ / ____

What are the circumstances for exceptional leave? _____

**I UNDERSTAND THAT ANY WORK MISSED DURING THIS LEAVE WILL BE
COMPLETED BY MY SON/DAUGHTER ON HIS/HER IMMEDIATE RETURN TO
SCHOOL**

Parents Name: _____

Parents Signature: _____

- Siblings from a Primary attending leave
- Name of Child: _____
- Name of Primary School: _____

OFFICE USE ONLY

Authorised YES / NO

Deputy Headteacher Signature: _____

Reason for exceptional leave authorised: