

**REQUEST FOR LEAVE (IN EXCEPTIONAL CIRCUMSTANCES) DURING TERM TIME**

To: The Headteacher of..... (School) Date.....

I request consideration of a grant of leave of absence from school during term time for:

My child(ren) (full name) ..... Class .....

For the period from (date)..... To (date) .....

Date of return to school.....

The **exceptional** circumstances and reason for this request are: -

.....  
.....  
.....

I have (an)other child(ren) in (an)other school(s) as follows

Child(ren) (full name(s)) ..... School(s) attended .....

.....  
.....

(Signature of 1<sup>st</sup> parent/carer(s)) ..... Print Name.....

(Signature of 2<sup>nd</sup> parent/carer(s)) ..... Print Name.....

**Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.**

**For Office Use Only**

Current Attendance.....% Last Year's Attendance.....%

Number of school sessions of leave requested .....

Number of school sessions leave during term time (this academic year) .....

**Agreed/Not Agreed**

Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates.

Rationale to decline request: .....

If declined – does request meet published fine criteria YES/NO

Signed ..... Headteacher Date.....