



EXCEPTIONAL LEAVE FROM LEARNING REQUEST FORM

In line with Government legislation, all pupils should attend school during the whole of the term to maximise their learning. We therefore ask parents **NOT** to take children out of school unless there are exceptional circumstances.

Exceptional circumstances may include:

- Religious reasons (this may need to be confirmed by a religious leader)
- Family bereavement
- To take exams (common entrance, ballet, music etc.)
- To participate in recognised sporting/cultural activities
- Service personnel with restricted holidays

Please attach any documentation in support of your request to the form.

NAME OF CHILD/CHILDREN:		
YEAR GROUP/S:		
DATE OF ABSENCE:	From:	To:
DATE OF RETURN TO SCHOOL:		
NO OF SCHOOL DAYS REQUESTED:		
Please give full details of the exceptional reasons for this leave of absence:		

We advise parents/guardians not to plan for children to be absent from school without gaining prior agreement. Unauthorised absence may be recorded and could result in legal proceedings against you, either through a Penalty Notice or Magistrates Court.

Signed: **Print Name:** **Date:**

Please return this form to the school office as soon as possible – but at least **ONE** week prior to the start date of the leave requested unless the exceptional circumstances are because of an emergency or bereavement.

For office use only

Authorised: <input type="checkbox"/>	Unauthorised: <input type="checkbox"/>	Warning:	Signed:
Attendance %	Absence Code: <input type="checkbox"/>	FPN:	Position:
	No of days: <input type="checkbox"/>		Date: