



## EXCEPTIONAL LEAVE FROM LEARNING REQUEST FORM

In Line with Government Legislation all pupils should attend school during the whole of term time in order 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.

<b>Name of Child / Children:</b>	
<b>Year Group/s:</b>	
<b>Dates of Absence:</b>	<b>From:</b> _____ <b>To:</b> _____
<b>Date Return to School:</b>	
<b>Number of School Days Requested:</b>	
<b>Please give full details of the exceptional reasons for this leave of absence:</b>	

We advise parents 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, whether 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 two weeks prior to the start date of leave requested, unless the exceptional circumstances are as a result of an emergency or **bereavement**.

### For Office Use Only

<b>Authorised:</b> <input type="checkbox"/>	<b>Unauthorised:</b> <input type="checkbox"/>	<b>Signed:</b> .....
	<b>Code:</b> <input type="checkbox"/>	<b>Position:</b> .....
<b>Attendance:</b> .....%	<b>Number of Days:</b> <input type="checkbox"/>	<b>Date:</b> .....