



Application for leave of absence for Exceptional Circumstances

Term time leave can only be granted at the discretion of the Headteacher
for **EXCEPTIONAL AND DOCUMENTED CIRCUMSTANCES**

Pupil Details	
Full Name:	Class:
Full Name:	Class:
Full Name:	Class:

Parent and Contact Details		
	Parent/carer (1)	Parent/carer (2)
Name		
Address		
Phone Number		
Relationship to pupil		

Absence Details					
First day of absence		Date of return to school		No. of days	
Reason for requesting exceptional leave:					
Supporting evidence provided		Yes ☐		No ☐	
Travel documents provided		Yes ☐		No ☐	
Address where pupil(s) will be staying during absence					
Contact details of person responsible for pupil's care during absence		Full Name			
		Relationship to Pupil(s)			
		Contact number			

Safeguarding			
If your child(ren) will be absent for more than 1 week, weekly contact during the absence is required for any leave to be considered. The attendance officer must be able to see or speak to the child(ren) and the adult responsible for their care. Do you agree to this?			Yes ☐
			No ☐
Preferred date for contact		Preferred time for contact	

Please note: Any request for 'holiday' during term time will be unauthorised and the Local Authority will be instructed to issue a fixed penalty fine. - Extended absences without permission may put your child's place at this school at risk.	
Parent/Carer Signature	Date submitted to school

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Current percentage attendance		
Have return travel tickets been booked and seen by school?	Yes ☐	No ☐
Number of days of exceptional leave taken in this or previous academic year(s)		
Number of days of unauthorised absence in this or previous academic year(s)		
Does leave coincide with any significant academic or exam period?	Yes ☐	No ☐
Is leave being requested immediately before or after a school holiday?	Yes ☐	No ☐
Mitigating circumstances (including any ongoing issues)		
Aggravating circumstances (including any ongoing issues)		
Is absence authorised?	Yes ☐	No ☐
If authorised, what period of absence has been authorised (dates)?	/ / to / /	
Register code to be used for this absence	G – unauthorised holiday	☐
	H – authorised holiday	☐
	C – authorised absence	☐
	O – unauthorised absence	☐
	M – medical	☐
	R – religious	☐
Signature of Headteacher:	Date:	
Notification of Fixed Penalty Notice Sent to Parent	Date sent:	
Registration Certificate & Fixed Penalty Notice Sent to LA	Date sent:	
	Parent	☐
	Teacher	☐
	SIMS	☐