

### Application For Leave Of Absence Due To Exceptional Circumstances

<b>Child's Name</b>		<b>Class</b>	
I request permission from the Headteacher for my child to be granted leave of absence for the below dates.			
<b>Proposed Dates Of Absence</b>	<b>From</b>		<b>To</b>
<b>The Exceptional Set Of Circumstances Are:</b>			
<b>Parent/Carer Signature</b>		<b>Date</b>	
Please submit the complete form to the Attendance Officer, Mrs K Jando, no less than one week before the proposed period of absence.			
Permission for leave of absence will only be granted in exceptional circumstances. If permission is refused, any absence for the above period will be recorded as unauthorised and a fine will be issued. Retrospective applications may not be authorised.			
<b>Permission will not be granted for leave of absence immediately prior to or during assessment/examination periods.</b>			
<i>Having a good education will help to give your child the best possible start in life. If your child is absent for any period, he or she may miss essential elements of their learning programme.</i>			
<b>FOR OFFICE USE ONLY</b>			
<b>Academic Year</b>		<b>Percentage Attendance Of Pupil</b>	%
<b>Total Number Of Unauthorised Absences To Date</b>			
<b>Authorised</b>		<b>Not Authorised</b>	

