

Application for Leave of Absence due to Exceptional Circumstances

Child's Name

Form

I request permission from the Headteacher for my child to be granted leave of absence for the below dates

Proposed Dates of Absence

From

To

The exceptional set of circumstances are:

Parent/Carer
Signature

Date

Please submit the complete form to the Attendance Officer, Mrs L McLelland, 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.

Permission will not be granted for leave of absence immediately prior to or during assessment/examination periods.

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.

FOR OFFICE USE ONLY

Academic Year

Percentage
Attendance of Pupil

Total Number of Unauthorised
Absences to Date

Authorised

Not Authorised