# Exceptional Leave Form

# The Government have stated that Parents do not have the legal right to take children out of school on holiday. As a consequence, Head teachers are not able to grant any leave of absence during term time unless there are exceptional circumstances.

Leave of Absence which is requested for the following reasons will not be authorised (these are examples and other reasons may also not be authorised):

* relatives coming to visit
* cheaper holidays in England and abroad
* family day trips
* visiting family/friends who have different half terms or holidays
* parent holidays not available in term time
* parent’s wedding abroad or in the UK

Examples of exceptional circumstances where leave of absence can be authorised with appropriate evidence

* Parent/carer in armed forces/fire service with limited leave for holidays
* Parent/carer/child with ongoing medical needs
* Visiting a relative who is sick
* Modelling/acting or approved sporting activities

It would not be expected that ‘exceptional’ circumstances would occur more than once during a child’s time at our school.

Any request for leave of absence due to exceptional circumstance is expected 2 weeks in advance. A written reply will be made by our head teacher.

**PARENTS’ SECTION**

Child’s name …………………………..……………………..………….. Class ………………………

Date of Birth …………………….

Parent/Guardian’s name ………………………………………………………………….……………….

Child’s Address …………………………………………………………………………………………….

Post Code ……………………………… Telephone Number ………………………..…..……………….

Exceptional Circumstance details:………………………………………....…………….………………

…………………………………………………………………………………………………………………

Length of absence (no. of school days) ……….…… Destination …………………..…….….…………

Last day in school …………………………….. Date due back in school …………………….…………

Parent/Guardian signature ………………………………….………… Date …………………..

**SCHOOL SECTION**

Date of meeting with parent ……………….………… Authorised? ……………………..

Head Teacher’s signature …………………………………………………………….………………..

Number of previous applications ……………Current attendance ……………%