



Application for 'Exceptional Circumstances' Absence

Due to exceptional circumstances, I would like to request permission to take my child(ren) out of school during term time as follows:

Table with 4 columns: Name of Child(ren), Class, Class, Class

The requested dates for leave are:

From: to: Number of school days:

The exception circumstances for which leave is requested:

(copies of evidence must be provided with this form)

Three horizontal dotted lines for writing the exception circumstances.

I am aware of the school's policy on taking children out of school during term time. I understand that taking my child/children out of school may have a detrimental effect on their education. A fine may also be issued by the Local Authority in certain circumstances.

Signed (Parent/Carer): Date:

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Table with 2 columns: Attendance information, Percentage (98%)

Having considered this request carefully, my decision is that leave of absence is:

Table with 3 rows: Approved/Not Approved status, Explanatory notes