

# Pupil Leave Request (Special Circumstances)



## APPLICATION FOR LEAVE TO TAKE CHILDREN OUT OF SCHOOL DURING TERM TIME FOR SPECIAL CIRCUMSTANCES

NAME OF CHILD/REN	
Class	
DOB	
Home Address	

**I would like to apply for my child/ren to be absent from school during term time for the following dates for the reason given:**

First day of absence	Last day of absence	No. of days out of school
REASON		

**Please note: The Head Teacher may not grant any leave of absence during term time unless there are exceptional circumstances.**

I understand that permission may be refused and that the absence may count as an unauthorised absence which could result in my child's place being removed from the school roll. I am also aware that in some circumstances fines could be issued relating to this leave of absence.

Signature of parent ..... Date .....

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**For school use only**

APPROVED / NOT APPROVED
Signature of Head Teacher ..... Date .....
Other notes or action:

**Child's attendance:**                      %                      **Parent notified of outcome** ..... (date)                      **Initials:** .....