

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

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:**