

Annex A - Request for Term Time Pupil Leave - Exceptional Circumstances

Name of child: _____

School/Class: _____

I would like to request permission for my child to take 'exceptional' term time leave from school for the following reasons and understand that family holidays are not a valid reason and that any absence may be detrimental to my child's education.

Outline of exceptional circumstances:

The exceptional leave I am requesting for my child is planned from (date) _____ until _____ resulting in a total absence of _____ school days.

I understand that I may be required to provide evidence of the above if required and that this may require this information to be discussed with the relevant Unit Welfare Office.

Signature of parent: _____ Date: _____

Head teacher use only

Thank you for your application for 'exceptional leave' for your child.

Your child's attendance record for the last term/academic year is as follows:

% attendance

a) I confirm that this exceptional leave has been agreed:

Signed _____ Date _____

b) Your request for exceptional leave has not been agreed for the following reason:

Signed _____ Date _____

Annex A to DCYP Policy Directive 3.2.6 (V2.0 Nov 16)