

Annex B - Request for Term Time Pupil Leave - Post Operational Leave (POL)

Name of child: _____
School/Class: _____

I would like to request permission for my child to take 'exceptional leave' from school during term time due to my own post operational leave. I understand that any term time leave for children is discouraged and may be detrimental to my child's education.

Reason for exceptional leave:

I understand that DCYP MOD Schools expects that a maximum of ten days is applied for and that the Head of household must have returned from a minimum of a 3 months tour of duty which is deemed by the chain of command to be hazardous or dangerous. This request form is pre-signed by my unit, in the box below, confirming that I am entitled to apply – I understand that actual permission for this exceptional term time leave from school can only be granted by my child's head teacher.

UNIT DECLARATION

Name of Unit _____

Rank/Name of Unit representative _____

This is to certify that _____ is entitled to apply for 'exceptional leave' for their child from school as a result of operational leave.

Signature of Unit representative _____ Unit Stamp

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

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

This % means that the number of sessions missed last term/year =

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