

## 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 \_\_\_\_\_