

Appendix 1 Application for Exceptional Leave of Absence

This application must be submitted to the Principal before the proposed period of exceptional leave. In case of emergency, this form must be completed beforehand, as far in advance as possible.

In line with DfE guidance, the school has a strict policy on Exceptional Leave. This applies to **ALL** the pupils in the school community. A copy of this form and the school's Attendance Policy can be obtained from the school office and from the school's website.

| | | | |
|---|-------------------------|--------------------------------------|----------------|
| Name of child(ren): | | Class/ Tutor | |
| Address of child(ren): | | | |
| Name of person completing application: | | Do you have parental responsibility? | Yes No |
| Name and address of person requesting leave: (if address is different to that given for children above) | | Do you have parental responsibility? | Yes No |
| Proposed date(s) of absence | From: | To: | |
| Please provide the names of any other siblings who attend other schools and date of birth: | | | Name of school |
| Reason for proposed absence (please continue on the reverse of this sheet if necessary) <i>If the proposed absence relates to travel in the UK or abroad, please ensure that you detail the destinations you plan to visit</i> | | | |
| <i>Destination (if appropriate):</i> | | | |
| Signature of parent/guardian | Name of parent/guardian | Date of request | |

Your application will be considered by the Principal (or equivalent). There may be circumstances where a meeting will be arranged for you to discuss your application with the Principal. Evidence of travel bookings may be required. Your child's attendance record will be taken into consideration.

If permission is refused and your child is absent for the above period, it will be recorded as unauthorised absence and you may receive a Fixed Penalty Notice. Similarly, if your child fails to return on the agreed date, the same may apply. If your child is absent for a prolonged period without agreement, your child can lose their school place and will be removed from roll.

| For official use only: | | |
|---|----------|------|
| Action | Initials | Date |
| Seen by Principal (or equivalent) | | |
| Principal's comments (e.g. in support or on attendance record) | | |
| This absence is authorised _____ unauthorised _____ | | |
| Evidence provided by the parent to support the request <i>(travel documentation if going abroad is cited)</i> | | |