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.*

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| --- | --- | --- | --- | --- | --- | --- |
| **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)**  ***If the proposed absence relates to travel in the UK or abroad, please ensure that you detail the destinations you plan to visit***  ***Destination (if appropriate):*** | | | | | | |
| **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.**

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| **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 (travel documentation if going abroad is cited)** | |  |