

**REQUEST FOR TERM TIME STUDENT LEAVE – EXCEPTIONAL CIRCUMSTANCES - ANNEX A**

Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ House: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

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| 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, and that this information may be shared and discussed with the relevant welfare agency.

Signature of parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Principal’s 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

1. I confirm that this exceptional leave has been agreed:

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Your request for exceptional leave has not been agreed for the following reason:

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|  |

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_