BRIDEKIRK DOVENBY PRIMARY SCHOOL

Leave for Exceptional Circumstances Application Form

Parents have a legal responsibility to ensure their child's attendance at school. Holidays in term time can disrupt the educational progress and interrupt continuity of teaching and learning. If you wish to ask the Headteacher to authorise leave for exceptional circumstances please complete this form. Requests will only be authorised where there is evidence of exceptional circumstances.

If you remove your child from school without approval, their absence will be documented as unauthorised and may result in a fixed penalty notice being issued.

Name of Child:	Class:
I am applying for leave of absence for my child for the following reason/s: From: to:	
Number of days my child will be absent from school:	
This **cannot** be taken during the school holidays because:	
Evidence of exceptional circumstances:	
Has your child already had leave of absence in this school year? YES/NO	
If YES, please give details:	
I also have children attending (name of other school/s):	
Name: Signature:	Date:
To be completed by Head Teacher & returned to parent if 'Approved'. Unapproved will received the Unauthorised letter	
Having considered your request carefully, my decision is that leave of absence is:	
Approved - The absence will be recorded as authorised.	☐
Not approved - The absence will be recorded as unauthorised.	☐
Signed: Head Teacher	Date:

Office use only Absence logged on register: ☐	By whom:	Date:
Unauthorised Holiday/Leave Request letter sent home: ☐	By whom:	Date:
Attendance officer notified: Yes/ N/A	By whom:	Date: