

Exceptional Leave Request

Please refer to the guidance on the back of this form before requesting leave.

Child's Name:	Class:
Parent 1 name and address:	Parent 2 name and address:
Dates you wish your child to be absent:	
Please give your reason for requesting to take your child out of school during term time:	
Name:	
Signed:	Date:

IMPORTANT INFORMATION

- Leave will only be granted in exceptional circumstances.
- Forms must be signed at least two weeks prior to the start of the holiday. Late requests may be regarded as an unauthorised absence of the child.
- If your child is absent for 4 weeks or more, they will be taken off roll and you may lose your place at this school.
- No request for absence will be authorised for Year 6 pupils during SAT's week or the two preceding weeks. The date of the annual SAT's week is published by the school at the start of each academic year.
- You will receive a written response to your request. If your request is denied, you will be informed of the reason. If you choose to continue with the planned absence, it will be recorded as an unauthorised absence, and may result in the issuing of a Penalty Notice.

FOR SCHOOL USE ONLY			
No of school days:		Decision:	Authorised/Unauthorised
Letter sent:	(tick)	Date:	
Arbor updated:	(tick)	Batch dates:	

Request for Exceptional Leave

Amendments to the 2006 pupil registration regulations does not allow Head Teachers to grant leave for a family holiday under any circumstance. Leave of absence may be considered in what the Government call 'exceptional' circumstances. Here are the examples given by the Local Authority, and how we must respond.

Reason	Justification	Decision
Holidays are cheaper during term time.	This is not an exceptional circumstance.	Absence will not be authorised.
Parents/carer employer allocated holidays fall in term time.	This is not an exceptional circumstance and is an issue that needs to be resolved between parent and their employer, not the school.	Absence will not be authorised.
Parents/carer wedding in UK or abroad.	The wedding party must consider school term times when planning their wedding day therefore absence can be avoided.	Absence will not be authorised.

Exceptional Circumstances – examples:

Reason	Justification	Decision
Parent/carer is in the armed forces.	Sort/limited period of leave before returning to official duties	Absence can be authorised. Evidence of leave needed.
Parent/carer in the fire service.	The fire service prescribes holidays annually depending on their watch	Absence can be authorised. Evidence of watch pattern needed.
Parent/carer undergoing or undergone extensive medical treatment	Request for leave has been made to coincide with a treatment schedule or at the end of treatment.	Absence can be authorised. Medical evidence needed.
Pupil's ongoing health/medical needs of the need for specialist accommodation.	Consider as an exceptional circumstance because holidays may not be able to happen out of term time.	Absence can be authorised. Medical evidence needed.
Close family member's wedding abroad or in the UK.	The wedding party might not consider school term times when planning their wedding.	Maximum of 3 days authorised. Evidence of wedding booking.
Child visiting a sick close relative abroad or in the UK.	Unforeseen illness may fall in term time.	Depending on destination, a maximum of 5 days can be authorised. Evidence of medical condition needed.
Child attending a funeral abroad or in the UK.	Funeral dates may fall in term time.	Maximum of 3 days authorised. Evidence of funeral needed.
Child attending a religious festival or pilgrimage.	Hajj – once in a career.	Maximum 10 authorised.
Child attending a religious festival or pilgrimage.	Eid – one day, twice a year.	One day twice a year authorised.
Child visiting a parent/carer in custody.	Visiting times may fall in term time.	One day authorised. Evidence needed.
Child attending modelling, acting or approved sporting activities.	These events may fall in term time.	Absence authorised depending on type of event and impact on education. Evidence of event needed required.