



**EXCEPTIONAL CIRCUMSTANCES – PUPIL LEAVE OF ABSENCE REQUEST (to be completed by parents/carers only)**

Pupil's Name ..... D.O.B ..... Form .....

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I request permission for the above named pupil(s) to be granted leave during the school term.

Reason for request

.....  
.....

Dates of absence

From ..... To ..... No of school days .....

Address where we will be staying .....

Email address .....

Phone Number .....

I/We understand that if leave is agreed:

- if travelling abroad, I / we will supply a copy of the return travel documentation.
- I / we will supply the name and phone number of a contact person whilst abroad.
- if I / we take leave without authorisation I / we am / are aware that I / we may be issued with a penalty notice. If I do not pay the fine, the case may be referred to Court which could result in a fine of up to £1000 per child and a criminal record.
- In exceptional circumstances, or for repeat offences, penalty notices may not be issued, and cases may be referred straight to Court.

<b>Parent/Carer Name</b> .....	<b>Parent/Carer Name</b> .....
<b>DOB</b> .....	<b>DOB</b> .....
<b>Address</b> .....	<b>Address</b> .....
<b>Signature</b> .....	<b>Signature</b> .....
<b>Date</b> .....	<b>Date</b> .....

(School staff should not alter the form by adding details once it has been submitted by parents.)

Request **agreed / denied**

Signed ..... Head Teacher

