



**Application – Leave of Absence due to Exceptional Circumstance**

As parents, you have a legal responsibility to ensure that your child attends school regularly. During the academic year, pupils are required to attend school for 190 days. In line with current legislation the Head of School is unable to authorise any leave of absence during term time unless there are exceptional circumstances. The Head of School will determine the number of school days your child can be away from school if leave is authorised and it remains their decision on whether your leave of absence request is covered under exceptional circumstance criteria.

An accumulation of unauthorised leave of absence from school can result in a Penalty Notice being issued by the Local Authority at the Head of School's request. Should the Local Authority pursue the Notice, each parent may receive a fine of £60 (per child) which rises to £120 if the fine is not paid within 21 days. If you don't pay the fine after 28 days you may be prosecuted for your child's absence from school.

Please complete and return this form to the school office if you would like the Head of School to consider exceptional circumstance leave of absence for your child(ren). We may ask for supporting proof to accompany your application. For further information, please refer to our School Attendance and Punctuality Policy available on our school website.

Child(ren)'s Full Name (s): _____	Year Group (s): _____
Please detail the exceptional circumstance(s) for which leave of absence is being requested (including destination):          	
Leave of absence dates: From ____/____/____ To ____/____/____ Total number of school days _____	
<b>In the case of employer dictated annual leave; religious observance or court order terms, please ensure that supporting evidence/statements are provided in support of this application</b>	
I acknowledge that by making this application it may not be authorised and I may be subject to receiving a fine: Name of Parent/Carer: _____ Signature: _____ Date: ____/____/____	
Decision: Approved/Partially Approved/Not Approved	Head of School Signature: _____
Comments: _____ _____ _____ Date: ____/____/____	

