**REQUEST FOR TERM TIME PUPIL LEAVE – EXCEPTIONAL CIRCUMSTANCES**

Name of child(ren): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class(es): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like to request permission for my child(ren) 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. I attached a letter from my chain of command supporting my child’s leave application as an **EXCEPTIONAL CASE**.

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| Outline of exceptional circumstances: |

The exceptional leave I am requesting for my child(ren) 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 if required and that this may require this information to be discussed with the relevant Unit Welfare Office.

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

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(The information collected on this form will be kept on file for administrative purposes only and hence, it will be deleted when your child leaves Hornbill School.)***

*School use only*

a) I confirm that this exceptional leave has been agreed:

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

b) The request for exceptional leave has not been agreed for the following reason:

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