Request for Exceptional Leave in Term Time

Regulations state that absence for holidays during term time **cannot** be authorised.

Leave of absence can only be approved in exceptional circumstances.
If absence during term time is unauthorised both parents are liable to a penalty notice fine of £80.

Name of Child _____ Class _____

Address _____

Date of leave requested from _____ until ____ _____

Signature of parent(s) / Carer(s) _____ Date _____

Print full name _____

Reason for request

Office use only

Current attendance %

Authorised/Not Authorised By Date