

Request for term time pupil leave
Exceptional circumstances
Annex A



Akrotiri School

Name of child: _____ Year Group: _____ Teacher: _____

I would like to request permission for my child 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. **(IF the leave is connected to 'Out of Area' please ask for a different form.)**

Outline of exceptional circumstances:

The exceptional leave I am requesting for my child 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:** _____

Headteacher Use Only

Thank you for your application for 'exceptional leave' for your child. Your child's attendance record for the last term/academic year is as follows:

(Foundation Stage children only). Below Statutory Age

% attendance. This % means that the number of sessions missed this academic year

a) I confirm that this exceptional **leave has been agreed.**

Signed _____ Date _____

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

Signed: _____

Date: _____