



Holy Trinity Church of England Primary School

Excellence in how we worship, learn and work together

Exceptional Leave Request Form

Please read carefully...

The Department of Education regulation states that Headteachers can only grant leave of absence in exceptional circumstances of up to 10 days maximum in an academic year. **Holidays** during term time cannot be authorised. Any absence for this reason will be recorded as unauthorised. This information will be forwarded to Lambeth Local Authority and you may incur a penalty charge notice for withdrawing your child without authorisation. Authorisation will only be granted in exceptional circumstances if your child's current attendance is at or above 97%.

Please complete:

Childs name _____ Class _____

Requested Dates:

Last day at school _____ First day back _____

Total number of missed school days (**must not exceed 10 days*) _____

Reason for requesting special leave:

Is your child's current attendance at or above 97%?

Yes ☐

No ☐

Please check with the school office before submission

If not, this absence cannot be granted.

To inform the decision making process and consideration of your request please attach the supporting documentation for the exceptional circumstances you are requesting i.e. medical note, death certificate, marriage invitation.

Are documents attached?

Yes ☐

No ☐

Parent's name _____ Parent's signature _____ Date _____

Office use only.....

Headteachers response to absence from school request

Is the reason for the request constituted as an exceptional circumstance?

Yes ☐

No ☐

Is the current attendance at or above 97%?

Yes ☐

No ☐

Has supported documents been provided?

Yes ☐

No ☐

Is this absence viewed as a holiday during term time?

Yes ☐

No ☐

Is the requested number of days below the maximum possible 10 days??

Yes ☐

No ☐

Does the requested number of days exceed 10 days of absence within the school year? Yes

☐

No ☐

Your request **has** been granted ☐ **has not** been granted ☐

Headteacher's signature _____

Date _____