

DUNHOLME ST CHAD'S CHURCH OF ENGLAND PRIMARY SCHOOL
Request for Exceptional Leave of Absence

Any holiday (authorised or unauthorised) during term time impacts on your child's schooling.
In line with Government legislation all holidays during term time are discouraged.

Exceptional Leave of Absence requested for:

Name of pupil: Class:.....

Name of pupil: Class:.....

Name of pupil: Class:.....

PA

%

%

%

Date(s) of requested absence:

First day of absence: Last day of absence:.....

Total number of days child(ren) absence from school:.....

Exceptional nature of request (please provide as much detail as possible):

Continue overleaf if required

Supporting evidence (e.g. documentation from employer etc.) attached: Y/N

If yes, nature of evidence:

Signed:.....(parent/carer) Date:.....

SCHOOL USE ONLY

The following section is to be completed by the Headteacher

Leave of absence is exceptional and **has** been granted:

Leave of absence is not considered to be exceptional and **has not** been granted:

Further action to be taken:

Signed: Headteacher

Date:.....

Exceptional nature of request *continued...*