



Exceptional Circumstances Form

This form has been designed to clarify the process of requesting a child's leave from school due to exceptional circumstances. The school is expected to comply with Government guidance by the DfE (Department for Education), and the LEA (Local Education Authority)

Pupil's name		
Date of birth		
Any other school age children?	Name	School
	Name	School
Dates requested for consideration		
Reason for request		
Total number of days requested		
Do these dates overlap with beginning or end of term?	YES: <input type="checkbox"/> NO: <input type="checkbox"/>	
Date of return		
Please state the reason for your request		

Each request can only be judged on a case by case basis, you will receive a reply from the school in writing.

Person submitting application:

Relationship to child:

Signature:

Date: