Following guidance from the Department for Education regarding exceptional leave during term time, no period of leave in term time will be granted except**in exceptional circumstances** **(proof will need** **to be provided).** Any absence which has not been granted will be recorded as **unauthorised absence**and reported to the Local Authority who may take legal action.

Any parent requesting exceptional leave must make a request to see the Headteacher in person and complete an Exceptional Leave Form. All requests must be made in advance and will be considered on its individual merits. The Headteacher will decide whether or not to grant permission and will respond within seven days. Please note that no request for holiday will be authorised for Year 6 pupils during SATs week, which are in May.

If you wish to request exceptional leave for your child/ren, Please complete the form below and return to the school office.

|  |  |
| --- | --- |
| **Name of Child/Children:** | **Class:** |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Date From:** | **Date To:**  (Inclusive) |
| **Total number of School days:** | **Date due back in School:** |

|  |
| --- |
| Reason for Exceptional Leave request: |

**Parents’ Signature:……………………………………………………………………………………….. Date:……………………………**

**FOR OFFICE USE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Leave Granted****Yes/No** |  | **Letter Sent****Yes/No** |  | **Recorded on SIMS****Yes/No** |  |
| **Date** |  | **Date** |  | **Date** |  |