



### Leave of Absence for Exceptional Circumstances

- This does not include holidays and cheap travel arrangements
- Or Days overlapping with beginning or end of term
- This form needs to be completed and returned to Attendance Manager at least 4 weeks prior to the request dates.

Student Name	
Address	
Form	
Current attendance %	
Last year's attendance %	
Start Date of Leave	
End Date of Leave	
Date Returning to school	
Reason for requesting special leave of absence	
Reason that leave cannot be taken out of school time	

Previous absences requested	
Other siblings affected; including the school in which they attend (This includes siblings at other schools)	Student Name:  School:
Date Form Completed	
Parent/Carer Name	
Parent/Carer Signature	

**For Office Use:**

Date Application Received	
Senior Leadership Outcome	Authorised/Unauthorised
Signed by RP	
Fine to be Requested	Yes/No
Reason for Decision	
Mark given on Pupil Management System	
Other relevant notes:	