



## Leave for Exceptional Circumstances Application Form

Parents have a legal responsibility to ensure their child's attendance at school and holidays in term time can disrupt the educational progress and interrupt continuity of teaching and learning. Absence will only be authorised where there is evidence of exceptional circumstances. If you remove your child from school without approval, their absence will be documented as unauthorised and may result in a fixed penalty notice being issued.

Name of Child:		Class:
I am applying for leave of absence for my child for the following reason/s:		
From:		to:
Number of days my child will be absent from school:	Number of sessions my child will be absent from school:	
This <b>cannot</b> be taken during the school holidays because:		
Evidence of exceptional circumstances:		
Has your child already had leave of absence in this school year? YES/NO		
If YES, please give details:		
I also have children attending (name of other school/s):		
<p><b>I understand that if the absence request is unauthorised the Local Authority may be notified of the holiday taken and a Penalty Notice could be issued. I understand that a penalty notice is issued to each parent for each child taken out of school and that this is a fine of £80 if paid within 21 days and £160 if paid between 21 and 28 days.</b></p> <p><b>I also understand that failure to pay a Penalty Notice will result in prosecution, except in limited circumstances.</b></p>		
Name(s) of Parent/Carer(s) (printed)		Parental Responsibility: Yes / No
Forename:		Surname:
Signed:		
Date:		
<b>To be completed by Head Teacher / Exceptional circumstances panel &amp; returned to parent</b>		
Approved		The absence will be recorded as authorised.
Not approved		The absence will be recorded as unauthorised.
Explanatory notes:		
Signed: Head Teacher		Date: