

### Appendix 4

#### **Request for Leave in Exceptional Circumstances**

Attendance at school is compulsory. This document is a request for leave of absence (during term time) to be granted by the Principal or Executive Head Teacher. The reasons for the request should be stated on the form. The Principal or Executive Head Teacher will continue to meet requests for leave of absence where there are exceptional circumstances. School holidays are both frequent and lengthy and should accommodate most families' need for a holiday. If, however, in exceptional circumstances a child needs to be kept off school to accommodate such holidays, the Principal or Executive Head Teacher's authorisation must be sought in advance.

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#### **BUNBURY ALDERSEY CE PRIMARY SCHOOL**

#### **Request Form: Request for Leave in Exceptional Circumstances**

Name of child \_\_\_\_\_ Class \_\_\_\_\_

I/we \_\_\_\_\_ (name of parent/guardian) would like permission to take \_\_\_\_\_ out of school from \_\_\_\_\_ to \_\_\_\_\_ . Number of school days missed \_\_\_\_\_ .

Please state the exceptional circumstances which give rise to this request.

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Signed \_\_\_\_\_ parent/guardian Date of application \_\_\_\_\_

Authorised       Unauthorised

Principal or Executive Head Teacher comments:

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