

## Annex A - Request for Term Time Pupil Leave - Exceptional Circumstances

Name of child: \_\_\_\_\_  
School/Class: \_\_\_\_\_

I would like to request permission for my child to take 'exceptional' term time leave from school for the following reasons and understand that family holidays are not a valid reason and that any absence may be detrimental to my child's education.

Outline of exceptional circumstances:

The exceptional leave I am requesting for my child is planned from (date) \_\_\_\_\_ until \_\_\_\_\_ resulting in a total absence of \_\_\_\_\_ school days.

I understand that I may be required to provide evidence of the above if required and that this may require this information to be discussed with the relevant Unit Welfare Office.

Signature of parent: \_\_\_\_\_ Date: \_\_\_\_\_

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### Head teacher use only

Thank you for your application for 'exceptional leave' for your child.

Your child's attendance record for the last term/academic year is as follows:

% attendance

a) I confirm that this exceptional leave has been agreed:

Signed \_\_\_\_\_ Date \_\_\_\_\_

b) Your request for exceptional leave has not been agreed for the following reason:

Signed \_\_\_\_\_ Date \_\_\_\_\_