

## Exceptional Leave Request Form

Child/rens' names and Tutor Group/s/Class	First date of absence
	Last date of absence
	Total number of school days

**Reason for Exceptional Leave Request**

(Please indicate the reason why this leave needs to be taken in term time - all evidence and context to support your application for exceptional leave **must be** provided with this request, as further information provided at a later date will not be considered.)

Please tick if your child has sibling(s) at another school or schools

Name of School(s).....

Name of Parent/Carer ..... Signed.....

Date of request .....

### Academy Use Only

Our records show that to date your child has been absent .....days during the current academic year giving them an attendance of .....%. Last year their attendance was.....%

Having considered your request along with your child's attendance data it has been agreed that this request does/doesn't meet Bradgate Educational Partnership's criteria for Exceptional Leave. Therefore:

- Your request for Exceptional Leave is granted and your child's absence will be authorised.
- Your request for Exceptional Leave is not granted. If your child is absent on this occasion their absence will be unauthorised.
- Your request for Exceptional Leave is not granted. If your child is absent on this occasion their absence will be referred to the Leicestershire County Council for a Fixed Penalty Notice in relation to an unauthorised family holiday during term time.

**School Comment**

  
  
  
  
  
  
  
  
  
  

Code Signed