



Application for Student Leave of Absence from School for Exceptional Circumstances

Term time leave can only be granted at the discretion of the Headteacher for **exceptional and documented circumstances**.

Parent/carer to complete and give to school.

Student details

Student name	Student tutor group	Student address

Absence details

First day of absence from school		
Date of return to school		
Total number of days absence		
Address/es where student(s) will be staying during absence		
Name and contact details of person responsible for student's care during absence		
Reason for applying exceptional leave		
Evidence supporting reason for absence provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Travel documents provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Weekly contact during the absence is required for leave to be considered. This is a standard safeguarding requirement. The staff member assigned to make contact must be able to see or speak to both the child(ren) and the adult responsible for their care. Do you agree to this?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Day(s) and time(s) preferred for contact		

Parent and contact details

	Parent/Carer	Parent/Carer	Emergency contact in UK (required)
Name			
Address			
Relationship to student			

Leave also requested for siblings in other schools

Name	School Address	Class/Form

Please note that absence taken which has not been authorised could be liable for a **Fixed Penalty Notice (fine) by the local authority and** extended unauthorised absences may put your child's place at this school at risk.

Parent/carer signature	Date submitted to school

School use only**Application for Student Leave of Absence from School for Exceptional Circumstances**

Current percentage attendance		
Have return travel tickets been booked and seen by the school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Number of days of exceptional leave taken in this or previous academic year		
Number of days of unauthorised absence in this or previous academic year		
Does leave coincide with any significant academic or examination period?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Mitigating circumstances (including any ongoing issues)		
Aggravating circumstances (including any ongoing issues)		

Parent/carer must agree to a minimum of weekly contact for leave to be considered. This is a standard safeguarding requirement. The staff member assigned to make contact must be able to see or speak to both the child(ren) and the adult responsible for their care.

Contact schedule

If authorised, what contact schedule has been requested? Parent/carer agrees to weekly contact on the following day each week:

Monday	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>
Thursday	<input type="checkbox"/>
Friday	<input type="checkbox"/>
Contact will be made at	:__ am/pm
Is absence authorised?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Period of absence authorised – start date of authorised absence	
Date student is required to return to school	
Register code to be used for this absence	G – unauthorised holiday <input type="checkbox"/> H – authorised holiday <input type="checkbox"/> C – authorised absence <input type="checkbox"/> O – unauthorised absence <input type="checkbox"/> M – medical <input type="checkbox"/> R – religious <input type="checkbox"/>
Signature of Headteacher	
Date	