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)

Date _____ Signed _____

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……..%

This request does/doesn't meet Bradgate Educational Partnership's criteria for Exceptional Leave. Taking this into account along with:

- 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 _____