

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 absentdays 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.

If your child has unauthorised leave of absence, you may either be issued with a Penalty Notice of £120 per parent per child (discounted to £60 if paid within 21 days), or your case could be referred by the Local Authority directly to the Magistrates' Court for the purposes of a criminal prosecution.

School Comment

Code

Signed