

Application for leave of absence for Exceptional Circumstances



Sullivan Primary School
The best in everyone™
Part of United Learning

Term time leave can only be granted at the discretion of the Headteacher for **EXCEPTIONAL AND DOCUMENTED CIRCUMSTANCES**

Pupil Details	
Full Name:	Class:
Full Name:	Class:
Full Name:	Class:

Parent and Contact Details		
	Parent/carer (1)	Parent/carer (2)
Name		
Address		
Phone Number		
Relationship to pupil		

Absence Details				
First day of absence		Date of return to school		No. of days
Reason for requesting exceptional leave:				
Supporting evidence provided	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Travel documents provided	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Address where pupil(s) will be staying during absence				
Contact details of person responsible for pupil's care during absence	Full Name			
	Relationship to Pupil(s)			
	Contact number			

Safeguarding				
If your child(ren) will be absent for more than 1 week, weekly contact during the absence is required for any leave to be considered. The attendance officer must be able to see or speak to the child(ren) and the adult responsible for their care. Do you agree to this?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Preferred date for contact		Preferred time for contact		

Please note:	
<ul style="list-style-type: none"> Absence taken which has not been authorised could be liable for a fixed penalty fine by the local authority Extended absences without permission may put your child's place at this school at risk. 	
Parent/Carer Signature	Date submitted to school

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FOR SCHOOL USE ONLY

Current percentage attendance		
Have return travel tickets been booked and seen by school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Number of days of exceptional leave taken in this or previous academic year(s)		
Number of days of unauthorised absence in this or previous academic year(s)		
Does leave coincide with any significant academic or exam period?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is leave being requested immediately before or after a school holiday?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Mitigating circumstances (including any ongoing issues)		
Aggravating circumstances (including any ongoing issues)		
Is absence authorised?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If authorised, what period of absence has been authorised (dates)?	/ / to / /	
<p>If authorised, what contact schedule has been requested?</p> <p>Parent 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</p>	Parent 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
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		

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Date	
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