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**Exceptional Circumstances – Leave of Absence Request Form**

Please Note: There is no automatic right for pupils to granted authorised Leave of Absence. North Wingfield Primary School considers every request on its own merit.

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| Name of Pupil: | D.O.B:Class: |
| Address: | Contact Numbers: |
| Leave request dates:From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **I request authorisation to remove my child from school between the dates above because………….** |
| Name of Parent or Carer: |
| Signature: Date: |
| Leave that has not been agreed will be marked as **unauthorised** and will be referred to the Local Authority for consideration of a Penalty Notice or other action. |

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| **For School Use:** **(Note: 5 Days equates to 2.6% absence over the school year)****Current Attendance:………………… Leave in previous 12 months Sessions: Days:****Evidence submitted and copied Y N** **Please circle Leave authorised Leave not authorised - because…****Headteacher:…………………………………… Date:………………………………** |