**A close up of a sign

Description automatically generated**

**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.

|  |  |
| --- | --- |
| 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. | |

|  |
| --- |
| **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:………………………………** |