**Exceptional Leave Request Form**

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| Child/rens’ names and Tutor Group/s/Class | First date of absence |
| Last date of absence |
| Total number of school days |

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| **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 absent …………..days 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.***

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| **School Comment**    Code Signed |