



celtic cross
education



REQUEST FOR EXCEPTIONAL LEAVE OF ABSENCE DURING TERM TIME

Child's name			Class
First date of proposed absence from school		Last date of proposed absence from school	
Total number of days absent			
Why does this absence have to be taken during term time? <i>(please ensure that you make the case for why this can be classed as exceptional leave)</i>			
<i>Please note that your absence will only be authorised in EXCEPTIONAL circumstances and the Headteacher will determine how many days leave are allowed.</i>			

I have read the notes overleaf. The information I have given on this form is correct.	
Signature of parent/carer	Date

For office use only

A copy of this form will be returned to you and a copy sent to the class teacher.

Name of Child		Class		Date of absence	
% Attendance last year		% Attendance last term		No days absence current year	
Request approved			Yes/No	Absence Code to be used	
Head's Signature			Date		
Head's Comments					