Exceptional leave of absence request

Head teachers may only grant leave in ‘exceptional circumstances’ only. If you take your child out of school and the absence is not agreed by the head teacher, this will be recorded as unauthorised absence. The school will then notify Herefordshire Council and you may face a Fixed Penalty Notice and/or other legal action.

| **Leave request details** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Childs Name :** |  | | | | | |
| **DOB:** |  | | **Year group/Class:** | |  | |
| **Date From/To :** |  |  | **Total Days :** | |  | |
| **Destination:** |  |  | **Total Sessions:** | | |  |
| **Please detail below your EXCEPTIONAL CIRCUMSTANCES for this request:** | | | | | | |
|  | | | | | | |
| **Signature:** | | | | Date: | | |
| **Signature:** | | | | Date: | | |

|  |  |  |
| --- | --- | --- |
|  | **Parent/carer** | **Parent/carer** |
| **Title (Mr/Mrs/Ms/Miss)** |  |  |
| **Surname** |  |  |
| **Forename** |  |  |
| **Date of Birth** |  |  |
| **Relationship to pupil** |  |  |
| **Address** |  |  |
| **Telephone number:** |  |  |
| **Email address:** |  |  |
| **Pupil resides with:** |  |  |