

***Meadow High School***

***Exceptional Leave Request Form***

In line with Government legislation, all pupils should attend school during the whole term to maximise their learning. We therefore ask parents/carers **NOT** to take children out of school unless there are exceptional circumstances.

**Please attach any documentation in support of your request to this form.**

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| --- | --- |
| **Name of Child/Children:** |  |
| **Class:** |  |
| **Date of Absence:** | **From: To:** |
| **Date of Return to School:** |  |
| **No. of School Days Requested:** |  |
| **Please give full details of the exceptional reasons for this leave of absence:** |

***We advise parents/guardians not to plan for children to be absent from school without gaining prior agreement. Unauthorised absence may be recorded and could result in legal proceedings against you in form of a Penalty Notice.***

**Signed………………………… Print Name……………………………………….. Date…………………**

Please return this form to Toni Kelliher, Attendance Officer via the school office as soon as possible-at least **TWO** weeks prior to the start date of the leave requested. The Headteacher will consider the reasons for the request carefully and you will be notified of the decision within 48 hours of this form being received.

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| --- | --- | --- | --- |
| Authorised:  | Unauthorised:  | FPN:  | Signed: ..............……………………..Position: ...……………………………Date: ………………………………... |
| Attendance: ……..% | Absence Code: No of Days: |