

Request For Exceptional Leave during Term Time

New DfE Legislation from September 2013

Dear Parent/ Carer

The Department for Education (DfE) recommendation is that you do not take your child out of school. If you do take your child/ren out of school without permission I will not be able to authorise the request. Unauthorised absences are liable to Penalty Notice Fines or prosecution for non-attendance.

Only in exceptional circumstances can requests be considered. Students who are absent for more than 10 days following the expected date of return may be removed from roll and there can be no guarantee of your preferred school place being available on their return

Name of student(s)	1)	2)	<u>Contact details while on leave</u> Name: Address: Contact telephone number:
Mentor Group & Year			
Address			
Dates of leave requested	First day of absence	Last day of absence	
Name of parent/carer (with whom the child resides)			
Signature (parent/ carer)			

Please state the exceptional circumstances for this leave request and attach any supporting evidence:

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A letter will be sent within 7 days informing you of the school's decision regarding your request for exceptional leave.