

## Request for consideration of Exceptional Leave from St Leonard's C. E. School

*Please note a minimum of 3 weeks' notice is expected for exceptional circumstances (except in event of a death in the family). This is the minimum amount of time required to get authority from the head teachers and consult with governors.*

I wish my child/children \_\_\_\_\_  
to take leave from school from \_\_\_\_\_ until \_\_\_\_\_.

A total of \_\_\_\_\_ school days.

Current class(es)/ year group(s) \_\_\_\_\_/\_\_\_\_\_

I believe this is exceptional circumstances. The reason(s) for this request are;

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I understand that I may need to provide proof of these exceptional circumstances, before this absence is agreed.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Contact number \_\_\_\_\_ date \_\_\_\_\_

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### FOR OFFICE USE ONLY

Meeting with parents/ carers/guardian date \_\_\_\_\_

Declined /Approved by Head Teacher \_\_\_\_\_ date \_\_\_\_\_

Declined/Approved by Governors \_\_\_\_\_ date \_\_\_\_\_

Parents advised telephone/ letter date \_\_\_\_\_

Register marked accordingly \_\_\_\_\_-date \_\_\_\_\_

