

Market Harborough C of E Academy

Request for Leave of Absence in Exceptional Circumstances

NAME OF CHILD/CHILDREN: CLASS..... CLASS.....	
DATES OF ABSENCE: FROM: TO:..... NUMBER OF DAYS.....	
PLEASE NOTE: <ul style="list-style-type: none">• Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances• Any leave of absence without prior consultation with the school will be marked as "unauthorised absence"	
Please give reason for this absence and why it could not take place outside of term time hours:	
SIGNED:	DATE:

Reply from Head Teacher

I am able to give permission for you to take your child/children out of school:	<input type="checkbox"/>
I am unable to give permission for you to take your child/children out of school:	<input type="checkbox"/>
Reason:	
SIGNED:	DATE:

OFFICE USE: Office Copy taken <input type="checkbox"/> Original returned to parent <input type="checkbox"/> Entered on SIMS <input type="checkbox"/>
