



Head Teacher: Mrs A Sherratt

Tutbury Road,, Burton-on-Trent DE13 0AJ

Tel: 01283 247560 Email: office@st-modwens.staffs.sch.uk

[www.st-modwens.staffs.sch.uk](http://www.st-modwens.staffs.sch.uk)

## Request for Exceptional Leave During Term Time

*Please be aware that under new Government guidelines the School is no longer able to authorise leave for holidays. The school is also required to notify the Local Authority when holiday is taken during term time.*

Pupil's name (s): \_\_\_\_\_ Year Group (s): \_\_\_\_\_

First day of absence: \_\_\_\_\_ (day, month, year)

Last day of absence: \_\_\_\_\_ (day, month, year)

Return date to school: \_\_\_\_\_ (day, month, year)

The **exceptional** circumstances and reason for this request are: -

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Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please indicate if a request has also been submitted for younger/older siblings at another school:

Child's name: \_\_\_\_\_ Year Group: \_\_\_\_\_

School: \_\_\_\_\_

**PLEASE RETURN YOUR COMPLETED FORM TO THE SCHOOL OFFICE BEFORE THE START DATE OF THE REQUESTED LEAVE.**



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**For School Use Only**

Request for Exceptional Leave Headteacher Decision					
Current attendance (%)	Date:	Last Term (Specify term)	Term:	Last Term (Specify Academic Year)	Academic year:
	%		%		%
Request for Leave Dates	First Day of Absence		Return to school date:		
	Number of days requested				
Previous Unauthorised Leave of Absence	Number of previous unauthorised absences within the last three terms		Total of unauthorised absences (to include this request):		
Are there any exceptional circumstances to be taken into consideration?					
Agreed/Not Agreed	Agree	Not Agree	Code to be used:		
Referral for Penalty Fine to be issued	Yes	No	Date Penalty Fine Applied for (SCC- SLN)		
Headteacher comments to be recorded in response letter to parents					
Headteacher signature					
Date					
School response letter from school to parents sent	Date Sent		Communication method	A Star E-mail	Post
Planned Absence recorded on Arbor: Date application, Headteacher decision and response letter recorded and uploaded to Arbor and any notes					