



Park House Primary School



Exceptional Circumstances – Leave of Absence Request Form

Name of Pupil:		DOB:
Address:		Class:
Leave Request Dates:		Contact Numbers:
	From:	To:
Reasons for requested term time absence:		
I have attached evidence of exceptional circumstances: Yes/No (delete as applicable)		
<p>Park House can only consider granting leave of absence for a holiday if we are <u>provided with evidence</u> of exceptional circumstances. This evidence may include, for example, an official letter from your employer explaining that this is the only time you or your partner can get time off work.</p> <p>Exceptional Circumstances <u>do not</u> include:</p> <ul style="list-style-type: none"> Availability of cheap holidays and cheap travel arrangements Days overlapping with the beginning or end of term <p>We are <u>duty bound</u> to take into consideration:</p> <ul style="list-style-type: none"> Poor attendance Requests for leave requests for Y6 and Y2 during the month of May (SATS) Requests for leave over 10 school days <p>Requests for two or more separate periods in the same academic year (even if these total less than 10 school days)</p>		
Name of Parent or Carer:	Signature:	Date:
Leave that has not been agreed will be marked as unauthorised and will be referred to the Local Authority for consideration of a Penalty Notice or other action.		
For school use:		
Current attendance:	Date:	(Note 5 days equates to 2.6% absence over the school year)
Leave in previous 12 months (days/dates):	Leave in previous 24 months(days/dates):	Leave in previous 36 months(days/dates):
Evidence submitted and copied: Yes/ No	Date if requested:	Type of evidence submitted:
Please circle: Leave authorised	Leave NOT authorised because:	
Headteacher:	Date:	RM Integris updated: Yes/No
		Letter sent date: