

Headcorn Primary School

Head Teacher: Mr S Johnson



*Aspiration Inclusion Resilience
Learning for life...*

Extraordinary Leave of Absence Request – Exceptional Circumstances

Dear Parent/Carer,

This form is for the purpose of applying for a short leave of absence due to exceptional circumstances. This request form should be submitted at the earliest possible date; preferably at least two weeks prior to the planned absence.

PLEASE NOTE - **The Education (Pupil Registration) (England) (Amendment) Regulations 2013** states that the Head Teacher should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

PLEASE FILL IN SECTION A and return this form to the School Office.

SECTION A:

Name of Pupil: _____ Class: _____

Dates(s) of absence: From _____ To _____ Number of days: _____

Please state reason for absence below:

Details: _____

Signed: _____ Parent/Carer Date: _____

For office use only:

SECTION B: Extraordinary Leave of Absence Request – Exceptional Circumstances

To the parents/carers of: _____ Class: _____

Your request for leave of absence for exceptional circumstances for (dates) _____

is

AUTHORISED / NOT AUTHORISED

Signed: _____ Head Teacher Date: _____

Kings Road, Headcorn, Kent TN27 9QT

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