

**Appendix 3**



**Request for a leave of absence due to exceptional circumstances**

Please note that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Child's name: ..... Class: .....

First day of absence from school: .....

Last day of absence from school: .....

Returning to school on: .....

Total number of days absence: .....

Reason for request during term time

.....  
.....  
.....  
.....

Signed..... Date.....

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**FOR OFFICE USE ONLY**

Percentage Attendance:

Request - approved / not approved

Headteachers Comments

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.....  
.....  
.....

Headteacher's Signature: ..... Date: .....