Logo, company name

Description automatically generatedLogo, company name

Description automatically generated**Exceptional Leave Request Form**

**2022-2023**

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| --- | --- |
| Child/rens’ names and Class | First date of absence |
| Last date of absence |
| Total number of school days |

|  |
| --- |
| **Reason for Exceptional Leave Request**  (Please indicate the reason why this leave needs to be taken in term time - **all** evidence and context to support your application for exceptional leave **must be** provided with this request, as further information provided at a later date **will not** be considered.)  Please tick if your child has sibling(s) at another school or schools  Name of School(s)……………………………………………………………………………………………………………..  Name of Parent/Carer ……………………………………………. Signed..............................................  Date of request ………………………………………………………. |

**Academy Use Only**

Our records show that to date your child has been absent …………..days during the current  
academic year giving them an attendance of ………………%. Last year their attendance was………………….%

Having considered your request along with your child’s attendance data it has been agreed that this request **does/doesn’t** meet Bradgate Educational Partnership’s criteria for Exceptional Leave. Therefore:

🞏 Your request for Exceptional Leave **is granted** and your child’s absence will be authorised.

🞏 Your request for Exceptional Leave **is not** granted. If your child is absent on this occasion   
 their absence will be unauthorised.

🞏 Your request for Exceptional Leave **is not** granted. If your child is absent on this occasion   
 their absence **will be** referred to the Leicestershire County Council for a Fixed Penalty   
 Notice in relation to an unauthorised family holiday during term time.

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| --- |
| **School Comment**    Code Signed |