**Request for Exceptional Term Time Leave**

**Hunters Bar Junior School**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name of Pupil***  ***Siblings in this or other schools (name, dob, name of school)*** | | ***Name of Parents or Carers***  ***Telephone number***  ***Email*** | |
| ***Dates of exceptional leave request. From To*** | | | |
| **Why are you requesting an exceptional leave of absence during term time?**  **What steps have you taken to minimise the impact of the leave on your child’s learning?**  **Where will you be staying during the leave period? Please provide the full address and *Emergency Contact Details (UK and Abroad)***  ***UK:***  ***Abroad:*** | | | |
| * *I confirm that the information on this form is true* * *I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on to due date* * *I am aware that if my child does not return to school by the date provided that he/she is at risk of losing their place at this school* * *I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the Head teacher.* | | | |
| ***Signed by parent/carer*** | ***Print name & relationship to child*** | | ***Date*** |
| **For school use only** | **Date request received / /** | | |
| ***Has the request been considered by the Head teacher? Y/N***  ***Has the request been discussed with the parent/carer? Y/N Date: …………….***  ***No of school days Requested …..... No of days Authorised ……… No of days Unauthorised ………….***  ***Date of decision letter sent to parent/carer :*** | | | |
| ***If unauthorised leave is taken and this case complies with Penalty Notice criteria please forward to MAST along with Pupil/student attendance register.*** | | | |
| ***Name of school*** | ***Head teacher’s signature*** | | ***Date*** |