



Request for Leave Due to Exceptional Circumstances

(For completion by parents/carers)

In line with the Department for Education guidance, the school may only grant leave of absence in exceptional circumstances. Parents/carers should provide sufficient detail to allow the Headteacher to make an informed decision.

Personal Information	
Child's name	
Child's class	

If the child named above has any siblings that attend Gascoigne Primary School, please complete the information below

Sibling 1 name	
Sibling 1 class	
Sibling 2 name	
Sibling 2 class	

Request information	
Please state your reason for requesting leave?	
Country/place travelling to:	First day of leave:
Relationship to child:	Last day of leave:
Parent / Carer Signature:	Date

For office use only			
HT Decision	<input type="checkbox"/> Approved	<input type="checkbox"/> Declined	
Leave request added to Arbor	Y / N	Exceptional Leave spreadsheet updated	Y / N
Additional Notes:			
Signed: (Headteacher)	Date:		