



Tanners Wood JMI School

ESTABLISHED 1952

Head Teacher: Mrs P Qureshi

EXCEPTIONAL LEAVE REQUEST

PLEASE NOTE: PARENTS ARE EXPECTED TO TAKE FAMILY HOLIDAYS DURING SCHOOL HOLIDAYS

I hereby request leave of absence be granted to:-

Child`s Name..... Class.....

From:.....To.....

Please give reason for absence during term time.....

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Signed (Parent/Carer):..... Date.....

Please Note:

1. Absence from school can only be authorised by the school. This leave is at the Head Teacher`s discretion and not an automatic entitlement.
2. Failure to request leave or refusal to grant leave will result in our child`s absence being recorded as UNAUTHORISED.
3. When considering the granting of leave it will only be for exceptional circumstances and in line with our school attendance policy.

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FOR SCHOOL USE ONLY

Granted / Not Granted

Number of days: Register: SIMS: Dinner:

Not granted for the following reason/s.....

Signed.....(Head Teacher) Date:.....