



# Tanners Wood JMI School

ESTABLISHED 1952

Head Teacher: Mrs P Qureshi

## EXCEPTIONAL LEAVE REQUEST

**This form should be completed before booking any leave, and must be submitted at least 3 weeks in advance of leave being taken.**

Child's Name: ..... Class:.....

Date of Birth: .....

Start Date of Leave: .....

End Date of Leave: .....

School Days Absent: ..... (please specify, including half days)

Reason for Absence: .....

.....  
.....

Parent's Name: .....

Telephone No: .....

Date: .....

### **Please Note:**

1. Leave of absence is at the Head Teacher's discretion and can only be authorised by the school.
2. Failure to request, or refusal to grant leave will result in your child's absence being recorded as **unauthorised**. The accumulation of 15 unauthorised absences could lead to a fixed penalty notice.
3. Leave will only be granted in the case of **exceptional circumstances** and in line with our school attendance policy.

### **FOR SCHOOL OFFICE USE ONLY**

Granted / Not Granted

Comments: .....

Head Teacher's Signature: .....

Date: .....