**Request for EXCEPTIONAL LEAVE**

In line with government guidelines, The Rudheath Senior Academy will only agree to children missing education due to exceptional circumstance. These must be written clearly on this EXCEPTIONAL LEAVE request form and may need to be discussed with the Headteacher. Authorisation of EXCEPTIONAL LEAVE during term time will be at the discretion of the Head Teacher.

Please complete the attached pro-forma and submit it to the school Office at least four weeks prior to the intended absence.

If EXCEPTIONAL LEAVE is unauthorised but your child is absent, it will be recorded as unauthorised and a fine may be issued by Cheshire West and Chester of £60 per child and £60 per parent.

Child's Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child's Forename \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year \_\_\_\_\_\_\_\_\_\_Form \_\_\_\_\_\_\_\_\_\_

Reason for EXCEPTIONAL LEAVE:

Child's first day of absence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date expected to return to school \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total number of days absent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian

**OFFICE USE**

Date form returned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exceptional leave authorised [ ]

Exceptional leave unauthorised [ ]

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mr J Kerfoot**

**Headteacher**