



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 £160 per parent, per child, reduced to £80 if paid within 21 days. For the second offence within a 3 year period the amount would be £160 per parent, per child with no reduced rate offered. The third time an offence is committed within a 3 year period the case is presented straight to the Magistrates Court, fines can be up to £2500 per parent, per child.

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 _____

Mrs C Williams
Headteacher