

Appendix A – Exceptional leave request form.

The Pegasus Academy Trust



Application for leave of absence in exceptional circumstances

School (please underline):

Whitehorse Manor Infants/ Whitehorse Manor Juniors/ Ecclesbourne Primary/Beulah Infants
/Cypress Primary/Atwood Primary

Full name of child/children:

Class/classes:

Name/s of siblings in other PAT school/s:

Home address:

Reason for application:

Dates pupil(s) will be absent from school: From _____ to _____ (inclusive)

Signature of parent/carers:

Date:

Please be aware that it is the Trust's policy in line with Department for Education regulations to not authorise **any** leave during term time. However, each request will be considered on a case by case basis.

School response

Date seen by Head of School/Admissions and Attendance Officer:

Decision: Agreed Not agreed

Reasoning:

Letter attached

Signed:

Entered on computer []

Parent's copy []

Please note

If your request for exceptional leave is not agreed and you decide to go ahead regardless this absence will be noted as 'unauthorised' on your child's attendance record. This will show up on your child's end of year report and may mean that other professionals (such as the Admissions and Attendance Officer) may wish to speak to you regarding this absence. You may also be liable for a fixed penalty notice (FPN)