



Appendix 1 – Exceptional leave request form.

Pegasus Academy Trust

Application for pupil absence from school for exceptional leave

Full name of child/children:		
Class/classes:		
Home address:		
Reason for application:		
Dates pupil(s) will be absent from school: From	to	(inclusive)
Signature of parent/carer:	Date:	

The Headteacher will consider the following points before authorising leave:

- The child’s previous attendance history (you may see the computer print out if you wish)
- The age of the child/children and the child’s stage of education;
- The time of year (e.g. SATs etc);
- The nature of the trip (government guidance says ‘an exceptional experience);
- Whether the parents are restricted in terms of leave from their employer;
- Whether the request falls just before or just after a school holiday. **Our policy is that these requests are usually refused regardless of circumstances.**

The Head of School may only authorise a maximum of 10 days exceptional leave in an academic year. You will be notified of the results of your application within 48 hours (please contact the school office).

<u>School response</u>	
Date seen by Head of School:	
Decision: Agreed <input type="checkbox"/>	Not agreed <input type="checkbox"/> Office will provide DfES leaflet ‘Is your child missing out?’)
Reasoning:	
Signed	
Entered on computer [] Text to parents sent? [] Teacher’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 attendance officer or the Educational Welfare Officer) may wish to speak to you regarding this absence. You may also be liable for a fixed penalty notice (FPN)