



GLENMERE LANGMOOR PRIMARY SCHOOL

Request For Absence of Leave For Exceptional Circumstances

Name of Child:

Class:

Date of Leave

From:

To:

Please note:

- Head teachers may grant leave of absence in any school year if there are special and exceptional circumstances relating to that application. Any additional leave of absence would only be granted in exceptional circumstances.
- Days in excess of the agreed period will be marked as "unauthorised absence" and recorded on your child's school record accordingly.
- Leave would only be granted where children are going away on exceptional circumstance, i.e. physically leaving the area, not merely going on day trips or having a holiday at home.
- Requests will be refused if your child already has a poor record of attendance or if national tests are taking place at the time of the Leave.
- Any Leave taken without prior consultation with the school will be marked as "unauthorised absence".

Please indicate the reasons why this Leave could not take place in the course of the normal holiday pattern:

Signed:

Date: