

## EXCEPTIONAL LEAVE REQUEST FORM

**REMINDER TO PARENTS:** Linwood School follows Government Guidelines regarding leave during term time. Any time out of school during term time will impact on your child's learning and education. If you wish to take your child out of school during term time, you will need to get the Executive Headteacher's permission in advance by completing the form below.

Please note that the Executive Headteacher will not authorise leave during term time unless there are exceptional circumstances. Taking your child out of school without permission from the Executive Headteacher can lead to unauthorised absence and a fine from the Local Authority.

**DATE:**

Dear Mrs Jeanes

I am writing to request exceptional leave for:

..... (Name of pupil)

..... (Class name/Campus)

The dates requested are as follows:

**From:** ..... **To:** .....

Total number of school days: .....

Please give more information below of the reason/circumstance for the request:

.....  
.....  
.....

**Sign & print name:** .....  
(Parent/Carers signature)

**Approved/Not Approved:** ..... (Executive Headteacher's signature)

**Date:** .....

Executive Headteacher comments (if applicable): .....

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