



Inspire Education Trust

Together we achieve, individually we grow

Exceptional Leave Request Form

Dear Parent/Carer

Governors' Policy states that no holidays will be authorized during term time unless the circumstances are exceptional in which case; I will consider requests on an individual basis.

I am not in a position to stop you taking your child/ren on holiday however, if you do take your child/ren on holiday without permission I will not be able to authorise the request. Unauthorised absences are liable to Penalty Notices fines or prosecution for non attendance.

Child/ren who are absent for more than ten days following the expected date of return may be removed from roll and there can be no guarantee of a place being available at Walsgrave Church of England Academy on their return.

Parents/Carers

Name of Child(ren)	1)	Class 1)
Name of Child(ren)	2)	Class 2)
Name of Child(ren)	3)	Class 3)
Name of Child(ren)	4)	Class 4)
Address		Contact details while on holiday:- Name: Holiday Address:
Reason for leave request		Holiday contact telephone number:
Date of Leave requested		
Signature of parent(s)/carer(s)		
Print full name		

Employer

I am only able to grant annual leave during the above period for my employee.

Employee Name.....

Employer Signature.....

Full Name.....

Office use only

Name of child (1) _____ Class _____

Name of child (2) _____ Class _____

Name of child (3) _____ Class _____

Name of child (4) _____ Class _____

Current attendance (1) _____% (2) _____% (3) _____% (4) _____%
(Attendance is taken for 12 months from the date the form is submitted)

- In line with Governors' Policy I am unable to authorize this exceptional leave request for the above period.

- In this instance I am able to authorize this exceptional leave request for the above period.

Signature _____ Date _____

(for Office Use)

Letter 1 sent	Letter 2 sent	Letter 3 sent	Letter 4 sent	Penalty Notice Actioned