

**APPLICATION FOR EXCEPTIONAL LEAVE OF ABSENCE**

Please read the following information before you complete the request.

As you are aware it is the policy of Keston Primary School not to allow any holiday or extended leave during term time. However, if you wish to request an exceptional leave of absence you need to read the following advice and complete the form below.

This form must be completed prior to the requested leave of absence. Each request for exceptional leave will be considered individually and we will take into account:

- The student’s previous attendance history;
- The time of the year regards any public or internal examinations;
- Attendance and punctuality in the current academic year;
- The nature of the request and whether any other requests have been made.

A Penalty Notice may be issued to each parent should a student take leave of absence without permission.

Full Name of Student:	Tutor Group:
Full Name of Parent (s) taking child on exceptional leave	
Address:	
Telephone Number:	

Reason for request for leave of absence:		
Intended dates of absence:		
Name of parent/carers:	Signature:	Date:

For Office Use only:	
Form to be submitted to Principal/Head teacher along with registration certificate	
Agreement given Yes/No	
Appropriate letter to be prepared for return to parent/carers and given to Head teacher/ Principal for signature.	
Signed:	Date: