



# Eastfield Primary School

Eastfield Road, Thurmaston, LE4 8FP

Telephone: 01162694692

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Headteacher: Ms R Ellis

## Exceptional Leave Request Form

Child/ren's names and Tutor Group's /Class	First date of absence _____
	Last date of absence _____
	Total number of school days _____

### Reason for Exceptional Leave Request

(Please indicate the reason why this leave needs to be taken in term time)

Please tick if your child has sibling(s) at another school

Name of School(s) .....

Date .....

Signed .....

### Academy Use Only

Our records show that to date your child has been absent ..... days during the current academic year giving them an attendance of .....%. Last year their attendance was .....%.

This request does/does not meet Bradgate Educational Partnership's criteria for Exceptional Leave. Taking this into account:

- Your request for Exceptional Leave is granted and your child's absence will be authorised.
- Your request for Exceptional Leave is not granted. If your child is absent on this occasion their absence will be unauthorised.
- Your request for Exceptional Leave is not granted. If your child is absent on this occasion their absence will be referred to the Leicestershire County Council for a Fixed Penalty Notice in relation to an unauthorised family holiday during term time.

### School Comment

Code

Signed