

Elmsleigh Infant & Nursery School

Exceptional Circumstance Request Form



Parents/carers should use this form to request authorisation for planned term-time absences for pupils. These requests will not be accepted in any other format.

The Department for Education makes it clear that schools may not grant any leave of absence for pupils of compulsory school age unless there are exceptional circumstances. Your request will therefore need to include evidence demonstrating that this is the case.

Please note that family holidays will not normally be approved unless there are exceptional circumstances meaning that the holiday could not be taken outside of term time.

Term-time holidays will therefore usually be recorded as unauthorised, and families may be subject to a fine. Requests should be made as far in advance as possible to allow sufficient time for the school to consider the case in full and request further information if required. We would strongly urge families not to make any arrangements or commitments until they receive confirmation that an absence request has been approved.

PART A	Parent/Carer Request
Pupil name	
Class	
First date of proposed absence	
Last date of proposed absence	
Number of school days missed	
Reason for proposed absence, including exceptional circumstances. Please provide supporting evidence, if available.	(Continue on a separate page and attach, if required.)
Name of Parents/Carers (Both if applicable)	
Signature	I confirm that the information and reasons provided on this form are accurate.

PART B**School Response** (For School Use Only.)**Date of decision****Decision**

- Request approved for dates requested
- Request approved for different dates (as detailed below)
- Additional evidence/information requested (see below)
- Request declined as reasons not deemed to be exceptional circumstances
- Other (see below)

Attendance**Any Previous Holidays**

Yes / No

**Additional comments by school
(if required)**