

Dear Mrs Thompson-Broom (via Class Teacher)

I wish to apply for leave of absence during term time as I believe this is a rare and exceptional circumstance.

NAME OF CHILD

CLASS


The child/children, will therefore be absent from school from:-

\_\_\_\_\_ day \_\_\_\_\_ date \_\_\_\_\_ month and will return

\_\_\_\_\_ day \_\_\_\_\_ date \_\_\_\_\_ month

This is \_\_\_\_\_ number of school days.

**Please write on a separate sheet what the exceptional circumstance is and attach it to this form. Please submit evidence e.g: medical evidence.**

Signed Parent/ Guardian \_\_\_\_\_ date \_\_\_\_\_

**Parents please note** The government restrictions deem exceptional circumstances to be very rare requests therefore, just because you think this to be an exceptional circumstance, it does not necessarily mean the school will agree, particularly if you have applied previously, or if it is a situation everyone experiences, which would make it the norm, rather than an exceptional circumstance. **The judgement by the school is final and is not open to further discussion.**



Headteacher  
Mrs L Thompson-Broom

Telephone: 0151 342 5229

Sandham Grove  
Heswall  
Wirral  
CH60 1XW

Dear

Thank you for your request for leave of absence for the dates \_\_\_\_\_ .

We agree this is an exceptional circumstance, therefore,

\_\_\_\_\_ days are authorised at this time.

As we do not deem this falls under what constitutes an exceptional circumstance **NO** days are authorised at this time.

(\* Delete as appropriate)

Yours sincerely

L Thompson-Broom (Mrs)  
Headteacher