

*****This section is for OFFICE USE ONLY*****

Form checked (Initial)

Attendance current year %

Deputy Head/Head teacher's Decision

Absence Authorised YES/NO

The whole period of absence is unauthorised because:-

Previous holiday request YES/NO

Poor record of attendance to date
Pupil in KS4 GCSE year
Pupil in KS3 SATs year
Transition year – KS3 to KS4

Ethnicity
CH PD YES/NO
VG YES/NO
Country of concern YES/NO
Attendance certificate
Excessive holiday duration
Pupil Meeting

Signed

Date

MADANI SCHOOLS FEDERATION

EXCEPTIONAL LEAVE REQUEST FORM

DO NOT BOOK ANY FLIGHTS OR ACCOMODATION UNTIL THIS FORM HAS BEEN COMPLETED.

This form must be completed before the head can consider your application for exceptional leave (This does not include holidays). You must complete all sections of the application.

Please complete this form and return to the school as soon as possible.

PLEASE ALLOW 1 SCHOOL WEEK TO PROCESS BEFORE YOU CONTACT THE SCHOOL TO FIND OUT ABOUT THE DECISION.

<u>Child's name</u>	<u>Class</u>

I request exceptional leave for my above named child

The reason for the exceptional leave is

.....
(please attach additional paper if required)

(Please note that the Headteacher is unable to consider your request unless you give a valid exceptional reason.)

First day of absence from school	Date of return to school

Full address of where you will be staying during the absence

.....
.....
.....

I understand that –

- The Governors’ policy at Madani Schools Federation only allows absence to be authorised in exceptional circumstances.
- In the case of an unauthorised holiday the Education Welfare Service will be notified of the holiday taken and a Penalty Notice will be issued. Please note that such a Penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid in full within the first 28 days. If the Penalty remains unpaid this may result in legal action
- Where your child has had 2 previous periods of unauthorised absence, and penalty notices have already been issued, a further period of unauthorised absence will likely result with the matter being referred to the Magistrates Court, this could lead to a criminal conviction.
- Your child’s name may be removed from the school roll after 20 days of unauthorised absence.

I will arrange for the following friend/relative to notify the school if there are any changes to my leave which may affect my date of return and understand that you may contact that person in the event of my child not returning to school on the agreed date.

Name of friend/relative

Address

.....

Telephone number

In considering the decision whether to authorise/unauthorise the exceptional leave, the school will take the following into account:-

- Previous extended absence
- Poor record of attendance to date
- Pupil in KS4 GCSE year
- Pupil in KS3 SATs year
- Transition year – KS3 to KS4
- Insufficient notice provided

Name Parent/Carer

Signed Parent/Carer.....

Date