

Little Hadham Primary School

'Believing and Achieving'

APPLICATION FOR **EXCEPTIONAL LEAVE OF ABSENCE**

Due to changes in recent legislation, Headteachers no longer have the discretion to grant any leave of absence during term time unless there are exceptional circumstances. Please consider carefully your request.

Parents or Carers should not expect such leave to be granted as of right. Permission will not be given if it is applied for after the absence has taken place.

I request that _____ (name of child)
be granted exceptional leave of absence from Little Hadham Primary School
from _____ to _____ 20__ incl.

Reason:

(Signature of Parent/Carer) Date _____

Dear Parent/Carer

Request for absence re: _____ (Name of child)

Application granted: _____

Authorisation slip to parent sent: _____ (Date)

Additional Comments: