



## Ridgeway Primary Academy Request for Exceptional Leave

*Please note:* the school expects that all parents/carers will ensure that their child attends school as often as possible. Good attendance is an important factor in a child making good progress at school.

I understand that there may be exceptional circumstances where a parent has to request a child's absence during term time. In these circumstances, I am able to authorise absence. If agreed I will then determine the number of days that will be authorised.

Children's Names

Class

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

I am requesting permission for my child/children to be granted authorised absence for the following reason

.....

from..... to .....a total of .....days

Signed.....Date.....

## Exceptional Leave Reply

Names of child/children:

.....class..... Percentage attendance .....

.....class..... Percentage attendance .....

.....class..... Percentage attendance .....

.....class..... Percentage attendance .....

Reply from the Headteacher

I am able to give permission

The amount of days granted are \_\_\_ from ..... to .....

I am unable to give permission