**Exceptional Leave Request**

There is **no** entitlement in law to take time off in term time for a holiday.

1. The Head Teacher will consider any request for a family applying for Exceptional Leave on a case-by-case basis.
2. Exceptional leave will always be unauthorised when a pupil’s attendance is less than 96%.
3. Exceptional leave will always be unauthorised when requests are regular (annual) or when patterns become identifiable.
4. Reasons for Exceptional Leave will be logged on the pupil’s record and shared as part of the transfer/transition process to a pupil’s new school.
5. A penalty fine will be incurred from the London Borough of Hillingdon for any holidays taken in term time.

Child’s Name…………………………………………………………………….

Class………………….…………..

|  |  |
| --- | --- |
| Reason for Exceptional Leave | Period of Absence |
| Total Number of Days requested: |  |

Parent Signature…………………..……………………………………………………………. Date……………………………………..

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| --- |
| **Official Use Only**  Percentage Attendance to date:  Request Authorised/Unauthorised  Reason for Decision:  Headteacher……………………………………………………………… Date……………………………………. |