

Principal: L Glees BSc (Hons) PGCE
 Prebend Street, Islington, London, N1 8PQ
 Tel: 020 7226 8611 | Fax: 020 7226 9363

Email: info@colai.org.uk | Website: www.colai.org.uk

EXCEPTIONAL LEAVE REQUEST FORM

This form is for parents to complete when requesting a period of exceptional leave from the school. As per the school’s policy, requests for exceptional leave should be made **one month in advance** of the requested leave date. Please note that the approval of any absence request is at the sole discretion of the Principal. Failure to make a request for Leave of Absence in advance will result in the absence being recorded as unauthorised. The final decision made by the Principal will be communicated to you by the Education Welfare Officer.

Student Name and Year Group:	
First day of Absence:	
Last day of Absence:	
Date returning to school:	
Reason for Exceptional Leave Request:	
Parent Contact Details:	

“I understand that unless considered an **“exceptional circumstance”** at the Principal’s discretion, authorisation will not be given. Any leave without authorisation will be recorded as an unauthorised absence and the Educational Welfare Officer will be informed. The Local Education Authority will be notified and a financial penalty or court action may be taken against myself and any other legally responsible parent or carer. I am also aware that in some circumstances if my child(ren) do/does not return to school after an **authorised absence**, the academy has the right to remove my child’s(ren’s) name/s from the school roll.”

Signed: (Parent/Carer)		Date:	
-----------------------------------	--	--------------	--

<i>For Office Use Only</i>	
Decision by Principal:	AUTHORISED/UNAUTHORISED
Principal Comments:	
Signature of Principal:	Date:
Action by EWO:	FPN to be issued: YES / NO