

Exceptional Circumstances - Leave Request

Other than family holiday, medical appointments and extra-curricular activities

The Headteacher may only grant leave of absence for exceptional circumstances.

Examples of exceptional circumstances where leave may be granted during term time are as follows:

- To attend a funeral
- The death or terminal illness of a close relative
- If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays*
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue*
- Religious observance – The Education Act 1996 S444(3) (c), states "on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs";
- To attend a wedding of a close relative – one day's leave will be authorised for the day of the wedding

Where there are exceptional and unforeseen circumstances that fall outside of the above, please complete this form for your request to be considered.

**supporting evidence will be required*

If you have any questions relating to a leave of absence from school, please contact:

Mrs Debbie Gardner, Education Welfare officer - dgardner@klbschool.org.uk



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Student's Name Tutor Group

Date of absence

Number of school days that your child will be absent from school

Please detail the exceptional circumstance for which you are requesting leave of absence

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Name(s) of Parent/Carer (s) making application:

Dr/Mr/Mrs/Miss/Ms

Forename..... Surname.....

Relationship to student

Signed Dated

Please return completed form to: Miss Harding – KLB Attendance

For school to complete and a copy retained: School Attendance AUTHORISED/UNAUTHORISED

Headteacher: Tim Rand

Tel: 01453 842227 Fax: 01453 845480 info@klbschool.org.uk www.klbschool.org.uk

KATHARINE LADY BERKELEY'S SCHOOL, WOTTON-UNDER-EDGE, GL12 8RB