



**Exceptional Leave Request – Pupils  
(For use in exceptional circumstances only)**

Please note that The Reach Free School:

- requires at least two weeks' notice in writing stating why the leave of absence is necessary during term time;
- reserves the right to decline leave of absence on the grounds that it would be detrimental to a pupil's progress or the pupil has less than 98% attendance already.

**Parent/Guardian/Carer details:**

<b>Name</b>	
<b>Address:</b>	
<b>Post code</b>	
<b>Home telephone:</b>	
<b>Mobile telephone:</b>	
<b>Email:</b>	

**Pupil details (including siblings):**

	<b>Name</b>	<b>Form</b>
1.		
2.		
3.		
4.		

**Details of Leave:**

<b>Destination:</b>	
<b>First day of absence:</b>	
<b>Last day of absence:</b>	
<b>Intended date of return to school:</b>	
<b>Number of days leave (Monday to Friday):</b>	

<b>Reasons for request:</b>			
<b>Signed: (Parent, Guardian or Carer)</b>		<b>Date:</b>	

<b>For use by The Reach Free School:</b>			
Recommendation of Deputy Headteacher: Agreed/ Declined			
<b>Signed:</b>		<b>Date:</b>	
Headteacher's decision: Agreed/ Declined			
<b>Signed:</b>		<b>Date:</b>	