



Grindleford Primary School

Application by parent(s) for a child's leave of absence from school for exceptional circumstances

To the Headteacher,

Name of child Year Group

Name of both parents: Mr

Mrs/Ms/Miss

Address:

.....

.....

I/we wish to apply for our child to be absent from school for EXCEPTIONAL CIRCUMSTANCES

Dates

From: to

Total number of days requested:

Please supply in as much detail as possible the reason for your request and why you feel it is exceptional circumstances:

Signed (*both parents if applicable*)

Date:

.....

This form should be submitted to the Headteacher at least two weeks before the date of requested leave