Wargrave House

REQUEST FOR EXCEPTIONAL LEAVE DURING TERM TIME

Student's Name		
Class/Teacher's Name		
Dates of Exceptional Leave Request	From:	То:
Number of School Days Requested		
1. What are you requesting exceptional leave during term time for?		
2. Why does this have to take place in	term time and not school/c	ollege holidays?
3. What stops have you taken to mini	mise the impact of the leave	on your child's
3. What steps have you taken to minimise the impact of the leave on your child's learning?		
		I
For Office Use Only		
Attendence to date		

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Attendance to date	
Number of days requested	
Number of days authorized	
Signature	
Print name	
Date Response sent to Parent	

Attention staff: please pass completed forms to Sue Murphy, Senior Administrator.