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| **BRITISH FORCES SCHOOL NAPLES**  **AJFC HQ NAPLES, BFPO 8**  **Mob 1: (0039) 349 007 7229**  **Mob 2: (0039) 347 510 3211**  **Email: Rebecca.Robinson@modschools.org**  **HEADTEACHER: Mrs R Robinson** |

**Annex A – Request for Term Time pupil Leave – Exceptional Circumstances**

Name of child: Class:

I would like to request permission for my child to take ‘exceptional’ term time leave from school for the following reasons and understand that family holidays are not a valid reason and that any absence may be detrimental to my child’s education.

Outline of exceptional circumstances:

The exceptional leave I am requesting for my child is planned from (date) \_\_\_\_\_ until \_\_\_\_\_\_\_\_\_\_\_\_

resulting in a total absence of school days.

I understand that I may be required to provide evidence of the above if required and that this may require this information to be discussed with the relevant Unit Welfare Office.

Signature of parent: Date:

*School Administrative use only*

Thank you for your application for ‘exceptional leave’ for your child. Your child’s attendance record for the last term/academic year is as follows:

% attendance

1. I confirm that this exceptional leave has been agreed. A total of \_\_\_\_\_\_days authorised absences have now been recorded.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Headteacher) Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Your request for exceptional leave has not been agreed for the following reason:

Signed ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Headteacher) Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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