



**BALMORAL LEARNING TRUST  
APPLICATION FOR PUPIL LEAVE OF ABSENCE  
IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME**



This form should be completed by the parent/carer and returned to the school as far in advance as possible before the first date of the period of leave being requested.

Parents/carers must obtain the schools permission **before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised.**

**Term time leave will only be authorised when an application meets the exceptional Circumstances criteria. These may include:**

- Service personnel returning from active deployment
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided.
- When a family needs to spend time together to support each other during or after a crisis

**Please note: School would not expect any term time holiday to be exceptional**

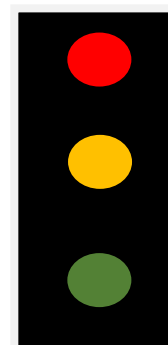
This is not an exhaustive list and Heads of school must consider the individual circumstances of each case when making a decision on this matter. This will include the current level of attendance and the time in the school year. Where a Head of School feels that there may be exceptional circumstances which do not fit the criteria they will discuss this further before a decision is made. The decision of the Head of School is final. Parents who take a child on leave in term time without the permission of the school risk being issued with a penalty notice fine for unauthorised absences.

Taking a pupil on leave during term time interrupts teaching and learning and can disrupt educational progress. Before completing this application parent/carers are asked to consider the effect on their child's continuity of education.

Danger Zone - **Below 91%**

Amber – At Risk Zone – **92% - 96%**

Green Zone – Safety Zone –**97% and Above**





**BALMORAL LEARNING TRUST  
APPLICATION FOR PUPIL LEAVE OF ABSENCE  
IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME**



Term Time Leave of Absence Request	
<b>Name of Child:</b>	<b>Class:</b>
<b>First day and date of absence:</b>	<b>Returning to School on:</b>
<b>Number of days requested:</b>	
<b>Exceptional Circumstances</b> (Please use the guidance on the school website and ensure supporting evidence is provided)	
<b>Term time leave is also requested for- Please give the name and class:</b>	
<b>Signed (Parent/Carer):</b>	<b>Date:</b>

---

**For school use only:**

Seen by the Head of School..... Date.....

Current level of Attendance.....

Decision reached.....

Date reply returned.....