



## Exceptional Leave Request Form

This form is to be completed by the Parent / Carer and forwarded to the Academy office **at least 21 days before the period of absence.**

Student's name: \_\_\_\_\_ Coaching Group \_\_\_\_\_

Student's name: \_\_\_\_\_ Coaching Group \_\_\_\_\_

Dear Mr Yarrow,

I request permission for the above named child / children to be absent from Chelsea Academy on the dates shown below, during the Academy term.

From: \_\_\_\_\_ to: \_\_\_\_\_

Number of school days absent: \_\_\_\_\_

**Reason for absence:** (please give details as to why you are requesting leave during term time. Please understand that you may be asked to provide proof of circumstances)

### FOR OFFICE USE ONLY

This period of absence is authorised

The period of absence is unauthorised and will be reported to the Education Welfare Officer.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal / Vice Principal)