



**NORTHGATE**  
High School

## EXCEPTIONAL LEAVE OF ABSENCE APPLICATION FORM

Governors have agreed that we will not routinely sanction absence during term time. The effect of such absence is damaging for students and staff because it disrupts learning. The Government have also made it clear that parents should not take their child on holidays during term time and **there is no legal right to do so**. Parents applying for their child to have leave from school in exceptional circumstances should complete this form and return it to the school for authorisation well in advance of the requested absence.

**A separate form must be completed for each child attending Northgate High School.**

Student Name				
Tutor Group				
Parent/Carer Name				
Student Address:				
Parent/Carer Telephone Number:				
Date requested from		Date requested to		Total number of school days
Does this Exceptional Leave involve any siblings? YES [ <input type="checkbox"/> ] NO [ <input type="checkbox"/> ] (✓ as appropriate). If yes please state:				
Name(s):				
School(s):				
Year Group(s):				
Reason for requesting exceptional leave during term:				
Parent/Carer's signature:				Date:

*For school use only*

School Response:	% Attendance	
	% Unauthorised sessions	
	Last year % Attendance	
Attendance Lead Signature:		Date:
Authorised – Exceptional circumstances		[ <input type="checkbox"/> ] (✓ if appropriate)
Not Authorised – Not in line with County Guidelines		[ <input type="checkbox"/> ] (✓ if appropriate)
Pass to LA for penalty fine if 4 days ( 8 sessions) or more unauthorised		