

# GRIMSDYKE SCHOOL



Headteacher:  
Mrs B Bhudia

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## EXCEPTIONAL LEAVE REQUEST

### PARENT SECTION

Name of child ( <i>please print</i> ):		Date of Birth
		Class:
Full name of parent/carer ( <i>please print</i> )		
Telephone number:	Additional emergency contact number:	
Date: First day of absence:	Date: First day back:	Total number of school days missed (ie excluding weekends):
Destination:	Reason for absence (pls explain the need for exception leave):	
Signature of Parent/Carer:		
Date:		

### SCHOOL SECTION

Attendance record to date .....%	Previous holiday during term time? Yes/No
Last academic year .....%	Leave of absence approved? Yes/No
Headteacher's signature and comment	Date: