



EXCEPTIONAL LEAVE FROM LEARNING REQUEST

Name of Child:	Tutor Group:	Year Group:
Date(s) of Absence	From:	To:
REASON(S) FOR REQUESTING LEAVE DURING TERM TIME		

All requests will be considered by the Attendance Officer and granted at the Principal's discretion. The Principal withholds the right to withdraw consent at any time should the above named student(s) attendance or conduct prove unsatisfactory.

Please read the below:

- The Roundhill Academy does not authorise family holidays during term time
- No authorisation will be given to any student who's attendance is already a cause for concern
- Any unauthorised absence can result in a referral to the Leicestershire Attendance Service via our Attendance Improvement Officer

Date: _____

Parent/Carer Name: _____

Signature: _____

Office Use Only:			
Current Attendance: _____	AIO Involvement: <input type="checkbox"/>	LAS O/C: <input type="checkbox"/>	
Behaviour Concern: <input type="checkbox"/>			
Outcome:			
Authorised: <input type="checkbox"/>	Unauthorised: <input type="checkbox"/>	Code: <input type="checkbox"/>	Date: _____
Confirmation Letter <input type="checkbox"/>			Date: _____