

**FITZHARRYS SCHOOL  
EXCEPTIONAL LEAVE OF ABSENCE REQUEST FORM**

To the Head of School:

I request exceptional leave of absence for my child to be taken in term-time.

Name of Student:	Tutor Group:
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Inclusive dates of the leave of absence, from        /        /        to        /        /
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Date of application:                                /        /
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Reason why this absence cannot be taken outside term-time:
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Name of Parent:
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Signature:
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NB        The Head of School will consider this application and will reply quickly. Please do not book any arrangements until you know that the absence will be authorised.

<b>For Office Use Only</b>		
Attendance this year		sessions
Authorised absence this year		sessions
Unauthorised absence this year		sessions
Exceptional leave of absence	GRANTED / DECLINED	