



Ministry of Defence

- Directorate Children and Young People (DCYP)

REQUEST FOR TERM TIME PUPIL LEAVE – EXCEPTIONAL CIRCUMSTANCES

Name of Child: _____

Class: _____

I would like to request permission for my child to take 'exceptional' term time leave from school for the following reasons and understand that family holidays are not a valid reason and that any absence may be detrimental to my child's education.

Outline of exceptional circumstances:

The exceptional leave I am requesting for my child is planned from (date) _____ until _____ resulting in a total absence of _____ school days.

I understand that I may be required to provide evidence of the above if required and that this may require this information to be discussed with the relevant Unit Welfare Office.

Signature of Parent: _____ Date: _____

Head teacher use only

Thank you for your application for 'exceptional' leave for your child.

Your child's attendance record for the last term/academic year is as follows:

_____ % Attendance Days/Sessions

a) I confirm that this exceptional leave has been agreed:

Signed: _____ Date: _____

b) Your request for exceptional leave has not been agreed for the following reason:

Signed: _____ Date: _____

Office Use Only:

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