



ENDEAVOUR  
PERSEVERE  
ACHIEVE

# Emerson Park Academy

## Request for Leave in Exceptional Circumstances

Name of Pupil		Date	
Year		Form	
Dates of Absences	From	To	

We regret to inform you that with effect from September 2008, any holidays taken during term time will be classified as unauthorised. However, exceptional circumstances will be considered.  
This decision has been approved by our board of governors.

Please state below, with as much detail as possible, why you are unable to make arrangements for this absence to coincide with the 13 weeks annual holiday granted to all pupils.

Name of Parent		Signed	
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Office Use:

Approved ☐

Unauthorised ☐

*If unauthorised parent(s)/carer(s) may be subject to a penalty notice.  
The Head Teachers decision is final.*