

Exceptional Leave Request

This form must be submitted if you wish to make a request for exceptional leave. A response will be made by e mail to your request. The form should be submitted 4 weeks in advance for planned leave and in the event of emergency leave requests (e.g. stranded abroad due to flight cancellation) please submit as soon as possible attaching evidence.

Please submit your request to Mrs Hare (Deputy Headteacher) via the attendance e mail at attendance@swakeleys.org.uk

Pupil Name:	Pupil Form
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Parent/Carer Name:	Contact Telephone:
Contact Telephone 2:	Contact e mail:

Number of school days requested:	
Start Date:	End Date:
Please outline the reason for your request:	
Signed:	Date of request:
Please attach any supporting evidence e.g. medical evidence, flight cancellation e mails etc.	

Outcome	
Staff Signature:	Staff Initial: