



Executive Headteacher: Dr R Patterson
Deputy Headteacher: Mr D Jones
Assistant Headteacher: Mrs K Mayglothling (Inclusion and Teaching and Learning)
Assistant Headteacher: Mr P Bescoby (Pastoral and Safeguarding)
Head of School: Mrs R Williams (Primary)
School Business Leader: Mrs E Jenkins

Exceptional Leave of Absence Request Form

This form should be returned via email to: adminpri@wigmore.hereford.sch.uk

Please ensure that this form is completed six weeks advance to request leave of absence for your child/children.

In line with government and the school's own Attendance Policy, school can only authorise **exceptional circumstances**.

Name of child/children:	
Dates of leave requested (to/from):	
Reason for absence (and the exceptional circumstances):	

I will be able to provide evidence for this if requested.

If you take your child out of school and the absence is not agreed by the school, this will be recorded as unauthorised absence. The school will then notify Herefordshire Council and you may face a Fixed Penalty Notice and/or other legal action.

Signed (Parent/Carer):	
Print Name:	
Date:	

