



## Special Leave – Request Form

Please refer to our Special Leave Policy, located on our website, for further details when completing this request form. If the request regards compassionate leave, then please contact the student's Pastoral Mentor directly.

**Student name:**

**Roll number:**

Place tick in appropriate box

<b>Cohort</b>	Route3		Lower Sixth		Upper Sixth		Applicant	
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<b>First date of absence</b>		<b>Final date of absence</b>	
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Please be aware that a request for special leave should be received at least 10 college days before the first date of absence. If this notice is not given, then the absence may not be approved. Please see the Special Leave Policy on our website for further details.

### **Extenuating circumstances/reason for request**

Please use the space below to provide full details of the extenuating circumstance(s) surrounding the request for leave. Please be aware that the leave will only be considered when a clear extenuating circumstance is present (use additional paper if needed).

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## Supporting evidence

Please attach any supporting evidence to this application form. Evidence may include:

- Evidence of booking
- Evidence of invitation to wedding/graduation of immediate family
- Evidence of selection for extra-curricular representation (e.g. correspondence from sporting team or performing arts institute)

**Please note the application may not be processed without appropriate evidence.**

## Submitting the form

Once completed please submit the form and supporting evidence via email to the student's Pastoral Mentor.

If the request is for an applicant, the form/evidence can be submitted via email to [enquiries@blackpoolsixth.ac.uk](mailto:enquiries@blackpoolsixth.ac.uk)

Parent/carer name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_