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Absence from School for Exceptional Circumstances Request Form

School Name:

Child's/Children's Details					
Name(s):		D. O. B:		Class(es):	
Address:				Contact numbers:	

Details of Siblings of Compulsory School Age at Other Schools (or other children living in the household)

Name:		D. O. B:		School:	
Name:		D. O. B:		School:	

I request permission for my child(ren) to be absent from school between:-

First date of absence:		Date of return to school:		Total of absent school days:	
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Please detail below the reason for your request for absence from school in term-time and include/attach any supporting information. The Head Teacher will not be able to consider your request without your supporting documents (eg. a letter on business headed paper from the employer showing that these term time dates are the only time that you may take your child away, or proof if going to a wedding of immediate family).

Please read carefully the Absence from School for Exceptional Circumstances Information for Parents which is attached.

Reason for Absence Request (please attach supporting documents):

Declaration:

I have read the **Absence from School for Exceptional Circumstances Information for Parents** and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request. Please note the school day is divided into 2 registration periods, for example if your child is absent for one day, this equals 2 sessions and a five day absence equals 10 sessions.

Signed:

(Parent/Carer)

Full Name:

Date:

For School Use Only

The school has considered your request for leave of absence and your child's absences will be recorded as follows:-

Number of authorised sessions:		Number of unauthorised sessions:		Number of unauthorised sessions to date:	

Signed:

Position: Head Teacher

Date:

We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Head Teachers cannot retrospectively authorise absence from school under any circumstance.

Any disagreement between estranged parents should be resolved prior to submitting this request to your child's school.

Original signed and completed forms to be retained with child's records.

Copy should be returned to the parent/carer of the pupil to confirm authorised or unauthorised absence prior to the intended absence period.