



REQUEST FOR SCHOOL ABSENCE FOR EXCEPTIONAL CIRCUMSTANCES

Important

Time away from school can significantly affect a child's learning. If you need to take your child out of school **for any reason** you **MUST** request this in advance.

Each request will be looked at on an individual basis and the following will be considered:

Is your request for absence **exceptional**? Note that family holidays are not considered exceptional.

Is your child's attendance more than 97% at the time of your request?

Please return this form to the school office in advance of your requested dates of absence.

Full name of child(ren):

Class(es):

.....
.....
.....

Dates of absence requested: From/...../..... To/...../.....

If part of a school day, at what time will your child(ren) be collected?

Please provide the reason for your request for absence from school below. You should give as much information as possible and continue overleaf if necessary.

Name of Parent/Carer:

Signature of Parent/Carer: **Date**/...../.....

Contact email address:

Contact telephone number:

For office use only

Attendance to date for the academic year (%):

Is this request linked to a school holiday? Yes / No

Signature of Headteacher:

Authorised? Yes / No

Absence Code:

Date: / /