



# Churchdown School Academy

ACHIEVING SUCCESS FOR ALL

Winston Road, Churchdown, Gloucester GL3 2RB

Telephone: 01452 713340

E-mail: school@churchdownschool.com

Website: www.churchdownschool.com

Headteacher: Christopher Belli

## APPLICATION FOR ABSENCE FROM SCHOOL IN 'EXCEPTIONAL CIRCUMSTANCES'

### CONTACT DETAILS FOR PARENTS/CARERS

NAME		TELEPHONE NUMBER	
EMAIL ADDRESS			

### DETAILS OF CHILDREN

FIRST CHILD		TUTOR GROUP	
SECOND CHILD		TUTOR GROUP	
THIRD CHILD		TUTOR GROUP	

I would like the school to consider my application for the following exceptional circumstances (please give reasons for your request):

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FIRST DAY OF ABSENCE		LAST DAY OF ABSENCE		NUMBER OF SCHOOL DAYS REQUESTED	
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Having attended the Parents' Information Evening in Term 1, I am aware of the school's views on taking children out of school during term time. I understand that taking my child/children out of school may have a detrimental effect on their education. I also understand that the school's attendance policy states that absence during term time will only be authorised in exceptional circumstances and that the Local Authority may issue a fine in some circumstances.

SIGNED (PARENT/CARER)		DATE	
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Please ensure that you allow sufficient time for your request to be processed (we suggest three weeks). School will reply to your request by email.

**Ms J Hilton**  
Assistant Headteacher

### FOR SCHOOL USE ONLY

AUTHORISED		NOT AUTHORISED		CURRENT ATTENDANCE (%)	
SIGNED				DATE	

