



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):

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
Deputy Headteacher

FOR SCHOOL USE ONLY

AUTHORISED		NOT AUTHORISED		CURRENT ATTENDANCE (%)	
SIGNED				DATE	