

Absence request for exceptional circumstances The Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances.

CHILD’S NAME: …………………………………………..…………………………………..… YEAR: …………………

DATES (from) ............................................................ (to) .....................................................

Please explain your exceptional reasons for taking your child(ren) out of school during term time in the box below:

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|  |

Electronic signature ……………………………………….................................. Date ..........................................

Dear Parent/Carer,

Child’s name:……………………………………………………………………………………..YEAR: ……………………………………

Date of requested absence from school………………………………………………………………………………………………

* I have authorised your request for absence on this occasion due the exceptional, unrepeatable circumstance.
* This absence has been authorised because your child is not yet of compulsory school age.
* I am not able to authorise holidays in term time so on this occasion the absence will be recorded as unauthorised.

Mrs GD Seymour

Headteacher