



**REQUEST FOR ABSENCE IN TERM TIME**

Parents may request absence in term time for exceptional circumstances only. As a result of government legislation the school is no longer able to allow absence for the purpose of a holiday under any circumstances during the term time from 1<sup>st</sup> September 2013. Any holiday in term time will be treated as unauthorised. The regulations do allow the school to continue to authorise absence in "exceptional circumstances".

<b>Reason for planned absence request in exceptional circumstances</b>	<b>Please give details of circumstances (continue overleaf if required)</b>
<b>Medical</b> Any appointment resulting in your child missing morning or afternoon registration	
<b>Religious/Faith Observance</b>	
<b>Bereavement/Compassionate</b>	
<b>Family Wedding/Civil Partnership</b> Date and location of ceremony & child's relationship to the participants (a maximum of 3 days can be authorised please see the website for further information)	
<b>Family Crisis</b>	
<b>Examinations off site</b>	
<b>Educational Opportunity</b> Sport and performance activities	
<b>Attendance required by other public organisation including a school</b>	
<b>Family relocation visit</b>	
<b>Other exceptional reason for absence</b>	
<b>Request for any other reason than the exceptional reasons noted above e.g family holiday</b>	

Child's Name/s		Class	
Dates/Times requested from		to	
Parent/carer signature		Print name	
		Total school days missed	
		Date	

**School Authorisation Section**

No of authorised days absence	
Dates of authorised absence	
No. of school days unauthorised absence	
Dates of unauthorised absence	
Signed	Date
Miss Cassidy	Principal

**An email will be sent out via Arbor confirming if your request has been authorised. Please allow atleast 48 hours for a response. Please be aware that even if your child's absence is authorised by Miss Cassidy, apart from off-site educational exams and other elements of extra-curricular activities such as Music, this will have a negative impact on your child's overall attendance.**