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. Any holiday in term time will be treated as unauthorised. The regulations do allow the school to continue to authorise absence in "exceptional circumstances" in accordance with the Trust Attendance Policy and the DfE statutory guidance "Working Together to Improve School Attendance"	
Reason for planned absence request in exceptional circumstances	Please give details of circumstances (continue overleaf if required)
Medical Any appointment resulting in your child missing morning or afternoon registration. Proof of appointment will be required.	
Religious/Faith Observance	
Bereavement/Compassionate	
Family Wedding/Civil Partnership 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)	
Family Crisis	
Examinations off site	
Educational Opportunity Sport and performance activities	
Attendance required by other public organisation including a school	
Family relocation visit	
Other exceptional reason for absence	
Request for any other reason than the exceptional reasons noted above e.g family holiday	

Child's Name:				Class:	
Dates/Times requested from:		To:		Total No. school days missed:	
Parent/carer signature:		Print name:		Date:	

- Please note that if your child's attendance is below 90% we are unable to authorise any absence including reasons that are exceptional circumstances. We are also unable to authorise requests that have not been made in advance of the date/s required.

- An email will be sent out via Arbor confirming if your request has been authorised. Please allow at least 48 hours for a response.

School Authorisation Section

Child's Name:	YTD Attendance: %
Total number of authorised sessions YTD	
Total Number of unauthorised sessions YTD (incl U codes = late)	
Total sessions absent incl this absence request within the last 10 school weeks	

No of days requested - Authorised		Dates authorised:	
No of school days - Unauthorised		Dates Unauthorised:	
Principal Signature:			Date:

Arbor Updated & Email sent to parents:	Signed:	Date:

Details of circumstances continued: