



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 1st 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".

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	
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/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
Mrs Tracey Coles	Principal

An email will be sent out via Arbor confirming if your request has been authorised.

Please allow at least 48 hours for a response.