

CHILD'S EXCEPTIONAL CIRCUMSTANCES ABSENCE APPLICATION FORM

NAME OF CHILD/CHILDREN	
.....	CLASS.....
.....	CLASS.....
DATE OF ABSENCE	
FROM.....TO.....	
NUMBER OF DAYS	
PLEASE NOTE:	
<ul style="list-style-type: none"> - Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances - Any leave taken without prior consultation will be marked as "unauthorised absence." 	
Reason why this absence could not take place outside of term time hours (if applicable):	
Name(s) of parent(s) taking child/children out of school:	
1:	2:
If your child is only being taken out of school by one parent, please tick to confirm the other parent with parental responsibility, is aware of the absence from school	
<input type="checkbox"/>	
SIGNED:	DATE:

Reply from Head Teacher

NAME OF CHILD/CHILDREN	
.....	CLASS.....Current attendance.....
.....	CLASS..... Current attendance.....
DATE OF ABSENCE	
FROM.....TO.....	
NUMBER OF DAYS	
I am able to give permission for you to take your child/children out of school <input type="checkbox"/>	
I am unable to give permission for you to take your child/children out of school <input type="checkbox"/>	
REASON FOR DAYS NOT AUTHORISED:	
SIGNED:	DATE:

Our school attendance target is 96%. When a student's attendance is less than 90% it will be classed as persistent absence.

