



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 below:

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.
- 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 Tracey Berry
Headteacher**

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