Fleckney C of E Primary School

**CHILD’S EXCEPTIONAL CIRCUMSTANCES ABSENCE APPLICATION FORM**

|  |
| --- |
| NAME OF CHILD/CHILDREN  ……………………………………………………………………………………………………………………………………………………..CLASS………………………….  ……………………………………………………………………………………………………………………………………………………..CLASS…………………………. |
| DATE OF ABSENCE  FROM…………………………………………………………………………………TO………………………………………………………………………………………….  NUMBER OF DAYS ………………………………….. |
| PLEASE NOTE:   * 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): |
| SIGNED: DATE: |

…………………………………………………………………………………………………………………………………………………………….

**Reply from Head Teacher**

|  |
| --- |
| NAME OF CHILD/CHILDREN  ……………………………………………………………………………………………………………………………………………………..CLASS………………………….  ……………………………………………………………………………………………………………………………………………………..CLASS…………………………. |
| DATE OF ABSENCE  FROM…………………………………………………………………………………TO………………………………………………………………………………………….  NUMBER OF DAYS ………………………………….. |
| I am able to give permission for you to take your child/children out of school □  I am unable to give permission for you to take your child/children out of school □  REASON FOR DAYS NOT AUTHORISED: |
| SIGNED: DATE: |