Fleckney C of E Primary School

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

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| NAME OF CHILD/CHILDREN……………………………………………………………………………………………………………………………………………………..CLASS………………………….……………………………………………………………………………………………………………………………………………………..CLASS…………………………. |
| DATE OF ABSENCEFROM…………………………………………………………………………………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.”
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| Reason why this absence could not take place outside of term time hours (if applicable): |
| SIGNED: DATE: |

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

**Reply from Head Teacher**

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| NAME OF CHILD/CHILDREN……………………………………………………………………………………………………………………………………………………..CLASS………………………….……………………………………………………………………………………………………………………………………………………..CLASS…………………………. |
| DATE OF ABSENCEFROM…………………………………………………………………………………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: |