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| **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** |  |

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

Please allow up to 48 hours for a response.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Child’s Name/s |  | | | | Class | |  |
| Dates/Times requested from |  | | to |  | Total school days missed | |  |
| Parent/carer signature |  | Print name | |  | Date |  | | |

|  |  |
| --- | --- |
| No of authorised days absence |  |
| Dates of authorised absence |  |
| No. of schooldays unauthorised  absence |  |
| Dates of unauthorised absence |  |
| Signed | Date |
| Mr David Killick | Principal |

**School Authorisation Section**