



## Request to authorise term time leave of absence due to exceptional circumstances

Government guidance states that under **special or exceptional circumstances** the Headteacher **may** consider giving permission for a child to be absent from school during term time. In making a request for the authorised absence from school you will need to explain why the circumstances are exceptional. The Headteacher will carefully consider your request and will take your child's attendance record into account. If you take your child out of school without permission the absence will be unauthorised and the school has the right to seek legal action.

**This form should be submitted to school at least 30 days (not less than one month) before the proposed period of absence. You are advised not to make any arrangements until your request has been considered**

### PUPIL DETAILS

Name(s): \_\_\_\_\_ Date(s) of Birth: \_\_\_\_\_

### Section A—ABSENCE DETAILS

I request permission for my child/children to be absent from Marlow CE Infant School [insert dates/times below]

From \_\_\_\_\_ to \_\_\_\_\_ (inclusive dates)

If your child has siblings for whom you are also applying for leave of absence please give their name(s) and school(s) below

Child's name (s) \_\_\_\_\_

School(s) \_\_\_\_\_

**Section B** Please explain why you are applying for an authorised absence and the circumstances which make your application exceptional and therefore why the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event please confirm the date of the event and explain your travel arrangements. Please continue on the other side if you need more space

For Office Use

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|--|--|
| Academic Year  |  |
| No. of sessions school has been open in year to date |  |
| Total no. of absences to date                        |  |
| No. of authorised absences to date                   |  |
| % attendance   |  |

|                          |  |
|--------------------------|--|
| Absence authorised       |  |
| Absence unauthorised     |  |
| Signed:<br>(Headteacher) |  |
| Date:                    |  |