Higher Failsworth Primary School

EXCEPTIONAL CIRCUMSTANCES ABSENCE REQUEST FORM

Due to new Government legislation only requests for days off during term time where it is considered to be for exceptional circumstances will be authorised. Requests for days off school during term time will be considered on an individual basis. Should you wish to discuss your request please contact our Safeguarding and Pastoral Manager at school to arrange a convenient time.

Name of child/ children:	
Year/class:	
I would like to request to take my child out of school on the following dates:	
Absent from:	
Absent to:	
Return to school on:	
Total Number of School Days:	
Email Address (required to receive outcome of request):	
Please explain why you consider this request to be for exceptional circumstances:	

Signed:		**Date:**	

Office Use Only:

Initial & Date Received		**Recorded on Sims**	
Initial & Date Passed to S&P Manager		**Recorded on Holiday Sheet**	
Required Letter Type (Tick appropriate Box)			
	A: Unauthorised - Action Taken		
	B: Authorised	**Date & Initial All Processed:**	
	C: Unauthorised – No Further Action Taken		
	D: Unauthorised – No Action Taken – Under 5		