



Higher Fallsworth 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 or ClassDojo (please state as this is required to receive outcome of the request):			
Please explain why you consider this request to be for exceptional circumstances in as much detail as possible. If this is due to a bereavement, please be specific as to the time requested and who the bereavement is for.			
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)		Response sent	
<input type="checkbox"/>	A: Unauthorised - Action Taken		
<input type="checkbox"/>	B: Authorised		
<input type="checkbox"/>	C: Unauthorised – No Further Action Taken		
<input type="checkbox"/>	D: Unauthorised – No Action Taken – Under 5	Date & Initial All Processed:	