Higher Failsworth Primary School

EXCEPTIONAL CIRCUMSTANCES ABSENCE REQUEST FORM

Under current regulations a school CAN NOT authorise ANY holidays in term time, unless there are circumstances deemed exceptional by the Head Teacher.

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:	
What are the exceptional circumstances for your leave of absence request that you wish the school to consider?	

Signed:		Date:	

Office Use:

Unauthorised	**Date & Initials**
Unauthorised –Under 5	**Date & Initials**
Authorised exceptional circumstances **Number of days authorised:**	**Total Days**
All Information Processed & Recorded on sims	**Date & Initials**