



## Absence from School for Exceptional Circumstances Request Form

Please note: Absence requests will be authorised or unauthorised by the Head Teacher.  
Schools are only able to authorise absence from school in exceptional circumstances.  
Absence requests for holidays in term time will not be authorised.

Additionally, you may be asked to supply further supporting documents for any absence request.

Parent/Guardian Name and Address:		<ul style="list-style-type: none"><li>Information regarding absence in term time can be found at <a href="http://www.northamptonshire.gov.uk">www.northamptonshire.gov.uk</a></li><li>You can be fined for taking your child on holiday during term time without authorisation from the headteacher</li></ul>
<b>How to use this form</b>		
<ul style="list-style-type: none"><li>Use for all absences other than sickness</li><li>Return form to school <i>in advance</i> of requested absence</li><li>Use a separate form for each child and for each absence period</li></ul>		
<b>Parent/Guardian to complete this section</b>		
Name of Child:		Class:
Is this the first request for absence this academic year?		YES/NO
Dates of absence requested:		
Start date:	End date:	Number of school days requested:
Reason for absence (please include all relevant details):		
Signed:		Parent/Carer



<b>For school use only</b>	
Current attendance: %	Supporting documents requested:  Date:
	Received:  Date:
Code: Reply sent:	Signed:

**PLEASE RETURN COMPLETED APPLICATION FORM TO THE SCHOOL OFFICE. WHERE POSSIBLE, YOU SHOULD GIVE AT LEAST 4 WEEKS NOTICE OF INTENDED ABSENCE.**