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Headteacher: Mrs A Spacagna
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Application for 'Exceptional Circumstances' Absence

Date:

Due to exceptional circumstances I would like to request permission to take my child/children out of school during term time as follows:

Name of child/children……

Class…….. …….. ……..

Reasons for the decision to take my child out of school in term time:

……..

……..

The requested dates are:

From ……. To ……..….

Total number of school days being requested ……..

I am aware of the school's policy and views on taking children out of school during term time. I understand that taking my child/children out of school may have a detrimental effect on my child/children's education. A fine may also be issued by the Local Authority in certain circumstances.

Signature of parent/guardian ……..……

FOR SCHOOL USE ONLY

Total number of school days already missed in the last year…….

I authorise / do not authorise this exceptional absence request.

Signed ……..… Date……..……

Headteacher