



LING MOOR PRIMARY ACADEMY



REQUEST FOR ABSENCE DURING THE SCHOOL TERM (Exceptional Circumstances)

This form should be completed by the parent/carer and returned to the School Office a minimum of 14 days prior to the first absence date.

Absence during term time will only be granted in exceptional circumstances. If you feel your circumstances qualify, please complete and return this form to the School Office before making any travel arrangements. The Headteacher may wish to meet with you to discuss the exact circumstances of your application.

Name of child/ren

Child's class

.....

I request permission for the above named child/ren to be absent from school for the following exceptional circumstances:

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.....
.....
.....
.....

I understand that absence during term time is strongly discouraged and only the head teacher can authorise any absence. I understand that requests for absence will not automatically be granted, and my child's attendance record will be taken into account before any authorisation. As I am requesting to keep my child off school, there is no obligation for staff to set work for my child.

The absence requested is from ...../...../..... to ...../...../..... ,

which is a total of ..... school days.

Parent / Carer's signature: ..... Date: ...../...../.....

Print name: .....

FOR SCHOOL USE:

Absence request: Approved [ ]

Current % attendance: [ ]

This absence will be classified as:

- Authorised ..... days. (A total of ..... days authorised absence have now been recorded)

Absence request: Not approved [ ] Therefore, should your child be absent on these dates the absence will be classified as:

- Unauthorised ..... days for the following reason
o Child's attendance level below 95%
o Application received after the event
o Application does not qualify for authorised absence (see Attendance policy)

Signed: ..... Head Teacher Date: ...../...../.....