**APPLICATION FOR A PUPIL TO BE ABSENT FROM SCHOOL DURING TERM TIME**

**SCHOOL NAME**:

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**PUPIL NAME: CLASS:**

**Number of days required:**

**DATES: FROM**: **TO:**

**Please state the reason:**

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| *We will only authorise a leave of absence when we consider it to be an* ***Exceptional circumstance****.**Exceptional circumstances are one off events which are unavoidable.* |

**Please give the names of any brothers/sisters who are also affected**:

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| **Name: D.O.B. School: Has school been**  **Informed? (Y/N)** |

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**(To be completed by School)** Date form submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 %

 %

Current attendance: Last year’s attendance:

Any previous requests? Yes / No details:

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| --- |
|  |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request granted: YES / NO

Fixed penalty notice requested: YES / NO