

**Roseberry Academy**

**APPLICATION FOR EXCEPTIONAL CIRCUMSTANCE ABSENCE**

**NAME OF CHILD**

**CLASS**

**CURRENT**

**ATTENDANCE (%)**

**(**

**OFFICE USE ONLY**

**)**

**ATTENDANCE ISSUES**

**)**

**(**

**OFFICE USE ONLY**

**REASON FOR APPLICATION:**

**PROPOSED DATES OF ABSENCE:**

**SIGN**

**ATURE OF PARENT/CARER:**

**Holidays during term time are NOT classed as exceptional circumstances and will not be authorised**. **Unauthorised absences are referred to the Local Authority Educational Welfare Officer and may incur penalty fines. Where attendance is particularly low this may also include a referral to Social Services.**

This form should be completed by the person with parental responsibility for the child and submitted to the Principal **6 weeks before** any absence. Please ask for a copy of the school’s holiday dates (available at reception or on the website).

Authorisation of this request will be at the Principal’s discretion**.**

□ This application for Exceptional Circumstance Absence has been authorised

□ This application for Exceptional Circumstance Absence has **NOT** been authorised

Reason(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Principal)

Where the Principal has agreed to the Leave of Absence this will be recorded as AUTHORISED absence. In all other cases, this will be recorded as UNAUTHORISED absence.