

Southcoates Primary Academy



part of the
enquire
learning trust

REQUEST TO AUTHORISE ABSENCE FOR HOLIDAY IN EXCEPTIONAL CIRCUMSTANCES

This form should be completed and handed in at the school office **before** the period of absence. Absences **will not** be authorised **after** they have been taken.

The exceptional circumstances are:

- **Service Personnel and other employees who are prevented from taking holidays outside of term time. (please note: a letter from the employer would be needed to prove that this was the case)**
- **Acute family crisis within the family, where the family needs to spend time together to support each other.**
- **Court order/formal agreement where parents have separated.**

Please complete the form overleaf indicating which exceptional circumstance you are asking approval for.

Pupils Name.....

Home Address.....

.....

Post Code.....

I/We request approval for the following:

First day of absence..... To

Last day of absence.....

Service personnel (letter from employer must be attached)

Acute family crises. Details.....

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Court order/formal agreements. Documents must be presented.

Signed.....

Date.....