

Stokesley Primary 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:			
SIGNATURE 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 Head Teacher **4 weeks before** any absence. Please ask for a copy of the schools holiday dates (available at reception).

Authorisation of this request will be at the Head Teacher's discretion.

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

Reason(s) _____

Signed: _____
(Head Teacher)

Date: _____

Where the Head Teacher has agreed to Leave of Absence this will be recorded as AUTHORISED absence in all other cases this will be recorded as UNAUTHORISED absence.