



Date .....

### Reasons for absence from school

Child's name:.....

Child's class: .....

Home address:.....

I wish to apply for my child to be absent during the following dates:

Date of last day at school..... Date of return to school.....

Number of school days missed .....

Does the absence meet the exceptional circumstances criteria as listed on back of this form? Please tick all that apply

- Return of parent from active service (Forces)
- Death or terminal illness of a parent, step-parent or sibling
- Young carers
- Disability or respite leave

Any additional information to support identified criteria indicated above.....

Sibling details: Name / School / Year .....

Parent (Please print name) .....

Signature.....

Request for absence approved Yes / No

Signed .....

Date.....



## **Leave of Absence during term time**

### **The following would be counted as Exceptional Circumstances:**

(You may be asked to provide written evidence in certain circumstances)

- Return of parent from active service (Forces)
- Death or terminal illness of a parent, step-parent or sibling
- Young carers
- Disability or respite leave

### **The following would NOT be counted as Exceptional Circumstances:**

(These are examples of reasons which are not deemed exceptional)

- Cheaper holiday dates
- Visiting relatives either abroad or in the UK
- Limitations on parents leave' entitlement or dates
- A family member going for medical treatment abroad

Thank you for your support.