

## ABSENCE REQUEST FORM

### Exceptional Circumstances Only

**This form should not be used for Holiday Requests unless the holiday meets the criteria for ‘exceptional circumstances’.**

Amendments to Government regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make it clear that senior leaders may not grant any leave of absence during term time unless there are ‘exceptional circumstances’.

The Local Governing Body (Academy Committee within Thomas Deacon Education Trust) have agreed the following **exceptional circumstances for term-time leave**:

- If a parent, grandparent or other close relative is seriously/terminally ill.
- If there has recently been a death or significant other trauma in the family.
- Housing crisis.

To: **The Senior Leadership Team** of UPWOOD PRIMARY ACADEMY

*I/We wish to apply to have an absence authorised for:*

Child’s name ..... Year .....

Child’s name ..... Year .....

Child’s name ..... Year .....

Date from ..... date to .....(inclusive)

Name of Parent(s)/Carer(s):

.....

Address:

.....  
.....  
.....

**Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed. Please continue on a separate sheet if needed.**

Signature of Parent(s)/Carer(s):.....

## **Absence Request Form Reply Slip**

Pupil's Name:.....

Year:.....

Date form received:.....

Absence authorised from .....to ..... (Inclusive)

Absence unauthorised current attendance ..... % as of ...../...../20.....

Signed:.....

(Senior Leadership Team)

Date:.....