

## Exceptional Absence

Under education law parents/carers may request absence for pupils from school of up to 10 days during term time **IN EXCEPTIONAL CIRCUMSTANCES ONLY.**

**We strongly advise parents/carers NOT to take family holidays during term time, as this may result in a fixed penalty fine.**

In considering any request for exceptional absence, the school will look at individual circumstances and take account of:

- The age of the student
- The time of year for the absence
- The overall attendance pattern of the student
- The student's current educational progress

If you wish to request an exceptional absence from school, please read the above and fill in the form below. Thank you.

Student first name \_\_\_\_\_

Student family name \_\_\_\_\_

Tutor group \_\_\_\_\_

First day of absence (day and date) \_\_\_\_\_

Last day of absence (day and date) \_\_\_\_\_  
*(Note: this must not exceed 10 school days in any school year.)*

Brief reason for absence during school time \_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ (Parent/Carer)

Now return this form to your child's form tutor, who will pass it to the Deputy Head of Year. The Attendance Manager will contact you if there is a problem.

*Student* → *Form Tutor* → *DHOY* → *Attendance Manager*