



Request for authorisation for pupil's absence during term time

I wish to apply for term time absence for the following pupils:

Pupil name Class

.....

.....

.....

The law only allows the Headteacher to authorise absences in exceptional circumstances. By law holiday is not an exceptional circumstance that can be authorised. The governors of Lewannick C P School have agreed that the following constitute exceptional circumstances for which absence maybe authorised:

- Graduation ceremonies or weddings of a parent, grandparent or sibling – normally one day will be authorised. Sensible consideration will be given to additional days depending on the distance that has to be travelled
- Dealing with a sudden family emergency or crisis involving close family members such as a parent , sibling or grandparent
- Hospital, medical or dental appointments that are unavoidably in school time
- Sporting, musical, dramatic or other activities for pupils performing at an exceptional level
- Visits to other schools that pupils may be attending in the future
- Religious Observance Days

If you are applying for absence on these grounds please fill in the box below giving full details of the reason for the absence. Other applications will be considered to see if they meet the “exceptional circumstances” criteria in the opinion of governors. Applications need to be submitted with plenty of advance notice and to give as much detail as possible. You will receive a letter notifying you of the outcome.

Dates of absence applied for fromto..... A total of.....school days.
Details of exceptional circumstances – please give as much detail as possible and if necessary continue on the reverse of this form:

SignedParent/Carer Date

Office use only

Authorised Code Unauthorised Signed.....Headteacher

Students % attendance% Date received Sims Letter

Codes: **B** Educated off site **C** Other authorised circumstances **G** Family holiday not authorised
H Family holiday agreed **P** Approved Sporting Activity **R** Religious Observance
V Educational Visit / Trip **Y** Other exceptional circumstances **M** Medical