

ALEXANDER HOSEA PRIMARY SCHOOL

'Roots to grow – wings to fly'

**REQUEST FOR ABSENCE IN EXCEPTIONAL CIRCUMSTANCES
(Non Medical)**

Dear Parent/Carer

The school can only authorise absence in exceptional circumstances. Before completing this form, parents are asked to refer to the 'School Attendance Leaflet' (attached) and the 'Attendance Policy' (available on the school website www.alexanderhoseaprimay.co.uk or from the school office).

I have read and understood the current 'Attendance Policy'.

SIGNATURE OF PARENT/CARER:

DATE:

All requests for absence in term time are closely monitored.

Yours sincerely

**Mrs D Williams
Headteacher**

Please complete and return to the school office

I would like to request that my child/children Class

..... Class

..... Class

be absent from school for the following reason (please explain why this absence has been requested during term time)

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

Date/s from to **Total N° of school days**

Date of Request for Absence

Headteacher's decision:

I agree to this becoming an authorised absence

I am unable to authorise this absence due to Government Policy with effect from 1st September 2013

Attendance code:

Signed: Headteacher

Date:

For office use only:

Holiday taken or planned during the current academic year = Pupil _____

Pupil _____

On final completion: original & text to parent/carers & scan