ALEXANDER HOSEA PRIMARY SCHOOL

'Roots to grow – wings to fly'

REQUEST FOR ABSENCE IN EXCEPTIONAL CIRCUMSTANCES
(Non Medical)

Dear Parent/Carer

The school does not authorise holiday in term time. We will consider requests for 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.alexanderhoseaprimary.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 and **may result in a penalty notice (fine) being applied.**

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 Nº 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 _____