

***Exceptional Circumstances
Application Form**

Name of Student:	Tutor Group:
Date From:	Date To:
Total Number of School Days:	
<p>*Please note that under Government guidelines, since 1st September 2013:</p> <ul style="list-style-type: none"> • Principals no longer have discretionary powers to grant absence unless there are exceptional circumstances relating to that application. A family holiday during term time does not fall under the category "exceptional circumstances". • Any leave taken without written approval will be marked as 'unauthorised absence'. <p>More information can be found on: www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments</p>	
<p>Please give the reason(s) why you wish this request to be considered as an <u>exceptional circumstance</u>:</p> 	
<p>Parent/Carer Name (PRINT): _____</p> <p>Signature: _____ Date: _____</p>	

Form Tutor: _____ **Date:** _____

Authorised by Principal: Yes/No _____ **Date:** _____

If there is a sibling at another school for whom you are requesting an authorised absence, please give details below:

Name of Child: _____ **School:** _____

For Office Use:				
Previous Academic Year % Attendance	Current % Attendance	Authorised Days	Unauthorised Days	Previous "Exceptional Circumstances" days: