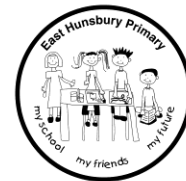


East Hunsbury Primary School



Request For Absence In Term Time

Parents may request absence in term time in exceptional circumstances only

As a result of the new government legislation the school is no longer able to allow absence for the purpose of a holiday under any circumstances during term time from 1st September 2013. Any holiday in term time will be treated as unauthorized. The regulations do allow the school to authorise absence in **“exceptional circumstances”**. Please retain a copy of this form once signed by the Headteacher.

Child's Name:			Class:
Date(s) Requested	From:	To:	Total School Days Missed:

Parent Signature:	Print Name:	Date:
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Reason for Absence Request due to Exceptional Circumstances	Please Provide Further Details
Medical	
Religious/Faith Observance	
Funeral/Bereavement/Compassionate	
Family Wedding/Civil Partnership 1 day authorised – UK 3 days authorised - Abroad	
Family Crisis	
External exams	
Educational Opportunity (i.e. Sports, Performing Arts)	
Attendance at a public organisation including a school	
Family Relocation Visit	
Special Circumstances Relating to Adoption	
Other Exceptional Circumstance	

School Authorisation Section

Authorised: YES / NO No. of School Days Authorised: _____ Signed: _____ Position: _____ Date: _____
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School Authorisation / Unauthorised Stamp: <input type="checkbox"/> EIP contact form sent
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If this absence is unauthorised & meets the 5 day Northamptonshire County Council Penalty Notice criteria, you may be issued with a fixed penalty fine. For further clarification please refer to the NCC website.