

Upton Meadows 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 unauthorised. The regulations do allow the school to continue to authorise absence in "exceptional circumstances".

Reason for planned absence request in exceptional circumstances	Please give details
Medical	
Religious/Faith Observance	
Bereavement/Compassionate	
Family Wedding/Civil Partnership	
Family Crisis	
Examinations off-site	
Educational Opportunity: Sport and Performance Activities	
Attendance required by other public organisation including a school	
Family Relocation visit	
Other exceptional reason for absence	

Child's Name _____ Class _____

Dates requested from _____ to _____ Total school days missed _____

Parent signature _____ Print name _____ Date _____

School Authorisation Section

School Authorisation stamp

Number of school days authorised _____
Signed _____
Print Name _____
Position _____
Date _____

Parents should retain their copy of the authorisation in case they are required to prove their child has authorised absence during term time