

Absence Request due to Exceptional Circumstances/Term Time Absence Request

School:

Headteacher:

To be completed by parent/ carer

Pupil's Full Name:

Stage/ Class: Primary-

Parent Name:

Parent E-mail address:

Requested dates of absence:

From:

To:

Total school days:

Reason for requesting absence:

Parental Work Constraints

Family Cohesion (eg following bereavement)

Religious Observance or Cultural Festival

Bereavement

Close Family Wedding

Gypsy, Traveller Roma family

Extended overseas educational trips not organised by the school

Short-term parental placement abroad

Heritage trip (family returning to its country of origin)

Period immediately after an accident or illness

Period of serious or critical illness of a close relative

Domestic crisis which causes serious disruption to the family home, causing temporary relocation

Other

Description for the reasons you are requesting absence (please provide as much information as you can to inform the decision to consider your request: