

SHACKLEWELL PRIMARY SCHOOL

Application for time off school during term time due to

EXCEPTIONAL CIRCUMSTANCES

Child's Surname: (Please Print)	Child's Forename: (Please Print)	Child's Class
Name of Parent/Carer:		
Date of 1 st Day of Absence:	Date of Last Day of Absence:	Date child will return to School:
Destination:		Total Number of Days off school:
Reason for Absence		
<p>If you are leaving the country, we will need to see evidence of the Booking Date and Flight/Travel Details.</p> <p>Evidence of when flights booked attached YES/NO Flight Details attached YES/NO</p>		
<p>Parent Declaration</p> <ul style="list-style-type: none"> I understand that if my child fails to return to school on the agreed date given before the trip, and the failure is not due to sickness or any other unavoidable cause, his/her name can be taken off the school roll and I will need to re-apply for a place. I understand that there is a waiting list for some year groups and I could be unsuccessful if re-applying. I understand that if I take my child out of school when application for exceptional leave is declined, I could receive a fine of £80 per parent per child. <p>Parent Carer Signature:</p> <p>Date:.....</p>		
To be completed by the School Office		
Date Form received:	% Attendance this year:	
Date Form returned:	% Attendance last year:	
Headteacher's Comments:	Absence Approved: YES/NO	
Headteacher's Signature:.....		Date:.....
SIMS/BROMCOM code attached to absence		