



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 <u>£60 per parent per child</u>. I agree to give at least two weeks notice when applying for a leave of absence from school. 		
Parent/carer signature:		Date:
.....		

To be completed by School Office Only

Date form received:	% Attendance this year:
Date form returned:	% Attendance last year:

Headteacher's Comments

Absence Approved YES/NO

Headteacher's signature:

Date:

Sims code attached to absence