

GARSWOOD PRIMARY SCHOOL

REQUEST FOR LEAVE FOR EXCEPTIONAL CIRCUMSTANCES

NOTIFICATION OF ABSENCE

Should you have planned an absence from school such as a hospital stay for your child, kindly complete the information below for our records.

Please note that **ALL** holidays taken during term time will be unauthorised, unless there are **exceptional** circumstances.

Please see reverse for examples of what is or is not considered to be exceptional.

Child's name:	Class:
Inclusive dates of absence	
From:	To:
Reason for absence during term time:	
Parent/Carer Signature:	Date:
For office use only:	
Current Attendance of pupil %	
Headteacher's response:	
Signed	
<i>Pamela Potter, Headteacher</i>	
A copy of this response will be forwarded to parents	