

**ABSENCE REQUEST FORM (exceptional circumstances only)**

To: *The Principal of Sir Bernard Lovell Academy*

*I wish to apply to have an absence authorised, for:*

Child's name ..... Tutor Group .....

Child's name ..... Tutor Group .....

Date from: ..... date to: ..... (inclusive)

Name of Parent(s)/Carer(s): .....

Address: .....

.....

**Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed. Please continue on a separate sheet if needed.**

Signature of Parent(s)/Carer(s): .....

Date: .....

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**This portion to be returned to parents/carers**

Pupil(s) Name(s).....

Form(s).....

Absence authorised from .....to ..... (Inclusive)

Absence unauthorised

Signed .....(Principal)

Date.....

**NOTES TO PARENTS/CARERS**

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission **must** be sought in **advance**. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren)'s satisfactory attendance up to the date covered by this request.