

EXCEPTIONAL ABSENCE REQUEST FORM 2022-23

This request must be submitted at least two weeks before the absence (unless in the case of an emergency)

<u>Name of child:</u>	
<u>Class:</u>	
<u>First date of absence:</u>	
<u>Child returns to school on:</u>	
<u>Total numbers of school days requested:</u>	
<u>Reason for absence:</u>	

To be completed by the school

Child's current attendance level:

Number of holidays already taken
this academic year:

Attendance level last academic year:

Agreed by Karen: YES/NO

Parents informed by letter/email/telephone Date..... signature

