

EXCEPTIONAL ABSENCE REQUEST FORM 2023-2024

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

Name of child:	
Class:	
First date of absence:	
Child returns to school on:	
Total number of school days requested:	

Reason for absence:

To be completed by the school:

Date (& time) form submitted: _____

Child's attendance level for last three years:

2023-24 (current year so far)	%
2022-23	%
2021-22	%

Any other exceptional absence requests made over the previous three years: _____

Details (if applicable) _____

Absence agreed by Karen: YES/NO

Parents informed by letter / email / telephone

Date _____ Signature _____

