

The Cedar School

**Request For Exceptional Absence Form**

**Section A: To be completed by the parent/carer**

* Parents/Carers must refer to the ‘Pupil Attendance and Requests for Absence in Term Time Policy’ when completing this form.

To Neil Revell, Headteacher:

|  |  |
| --- | --- |
| Name of Child |  |
| Class |  |

I request time out of school for my child for exceptional circumstances. These circumstances are:

|  |  |
| --- | --- |
| First *date* out of school requested |  |
| Last *date* out of school requested |  |

In signing this form, I confirm that I have read the ‘Pupil Attendance and Requests For Absence In Term Time Policy’ and that I am adhering to it.

|  |  |
| --- | --- |
| Signed |  |
| Date |  |

**Section B: To be completed by the Headteacher/ Attendance Officer:**

This request for time out of school is:

Authorised

Not Authorised

Comment if applicable:

|  |  |
| --- | --- |
| Signed |  |
| Date |  |

***Requests can be completed:***

* + ***by hand on the form and returned to school in an envelope marked for the attention of the headteacher/ Attendance Officer***
	+ ***electronically on the form and sent by email to*** ***info@cedarschool.co.uk*** ***(marked for the attention of the headteacher/ Attendance Officer)***