**Trinity CE** Primary School

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Headteacher: Mrs Charlotte Whittle

**Pupil Absence Request For Exceptional Circumstances**

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| **To the Headteacher** | **Trinity CE Primary School, Vicarage Road, Henley on Thames** |
| I wish to apply for (child’s name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class/Tutor Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  To be authorised as being absent from school from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **The exceptional reason why thE absence needs to be taken in term time is🡪** |  |
| **CIRCLE**  Authorised/Not Authorised  A personal discussion with the Headteacher is requested | Headteacher’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_  Last Academic Year attendance Current school attendance |

Please note the following when making this request

* Amendments to the 2006 regulations (2013) make clear that Headteachers may not grant any leave of absence during term time unless there are **exceptional circumstances**; the provision for Headteachers to authorise absence purely for the purpose of a family holiday/ birthday celebrations **is not an exceptional circumstance.**
* This school will not authorise the request for absence from school if your child’s attendance is below…90…….% unless documented evidence is presented relating to Health/Medical issues.