**Trinity CE** Primary School

Vicarage Road, Henley-on-Thames, Oxon. RG9 1HJ. Tel 01491 575887 Email office.3254@trinity.oxon.sch.uk Web site: [www.trinityprimaryschool.org](http://www.trinityprimaryschool.org)

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 AuthorisedA 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.