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|  | **Hart Primary School****Exceptional Circumstances Leave of Absence from School Application Form** |
| **Full Name(s) of Child(ren), class teacher(s) and year group(s):** |  |
| **Address:** |  |
| **Reason for Application:** |  |
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| **Date from:** |  | **Date to:** |  |
| **Parent Name:** |  | **Signature:** |  |
| **The Headteacher will consider the application in line with the School’s Attendance Policy.** |
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| **OFFICE USE ONLY** |
| **Application form seen by Headteacher? Yes 🞏 No 🞏** |
| **Exceptional circumstance Authorised? Yes 🞏 No 🞏** |
| **Current Attendance \_\_\_\_\_\_\_\_\_ %**  | **Attendance from the 39 school weeks prior to the request\_\_\_\_\_\_\_\_\_\_%** |
| **Other comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |