|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **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:** | | |  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| **Date from:** |  | | | | **Date to:** |  | |
| **Parent Name:** | |  | | | **Signature:** | |  |
| **The Headteacher will consider the application in line with the School’s Attendance Policy.** | | | | | | | |
|  | | | | | | | |
| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |