

# Harewood Primary School

Eric Avenue, Thornaby TS17 7JJ

Headteacher ~ J Conway

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## ABSENCE IN EXCEPTIONAL CIRCUMSTANCES

### Application for Authorisation

Name of Child(ren): \_\_\_\_\_ Class: \_\_\_\_\_

First day of absence: \_\_\_\_\_ Date back to school: \_\_\_\_\_

Please note that under the new guidelines attendance below 90% is considered persistent absence. Unauthorised absence and poor attendance can lead to the Local Authority Attendance and Exclusion Service issuing a Fixed Penalty Notice.

I request authorisation for a term time absence due to the following exceptional circumstances:

Exceptional Circumstance may include:

Circumstance	Possible Evidence	
Child needs holiday at a quiet time of the year	SEND diagnosis (eg ASD, Attachment)	
Child has suffered a recent trauma	Death or terminal illness of a close family member Parent leaving the family home Move of foster placement	
Child has experienced neglect or abuse	Child is open to social care at CIN or CP A supervision order is in place Agreement at a planning meeting that holiday is required to support the child emotionally or physically	
Child has experienced domestic abuse or violence in the home	Operation Encompass call CIN/CP meeting	
Child has suffered a significant illness	Medical evidence	
One or both parents are Service personnel and have restricted leave	Knowledge of career	
Parent has career where they have set holiday dates	Knowledge of career or information from employer	

Signature of Parent/Carer: \_\_\_\_\_

Date: \_\_\_\_\_

### Office Use Only

This absence is authorised as: **Holiday in Exceptional Circumstance (H)**

This absence is authorised as: **Other Authorised Circumstance (C)**

This absence is unauthorised

Signature: \_\_\_\_\_ (Headteacher)

Date: \_\_\_\_\_

Copy to parent