

## **BURLINGTON INFANT & NURSERY SCHOOL**

### **APPLICATION FOR ABSENCE FROM SCHOOL FOR EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME. PLEASE NOTE: IT IS THE SCHOOL'S POLICY THAT HOLIDAYS MUST NOT BE TAKEN IN TERM TIME.**

#### **Absence request procedure:**

1. Request a meeting with the Headteacher a minimum of 4 weeks in advance of the date requested to discuss the circumstances.
2. Submit copies of any supporting documents (e.g. letters from the hospital) which show the exceptional/urgent nature of the leave requested, with this form (completed).

Important: Where attendance falls below expected levels or your child is absent from school for more than the time authorised for exceptional circumstances, the local authority will be notified. In some cases, this may result in a fine being imposed or your child losing his/her school place.

**Name of child** ..... **Class** .....

**First day of absence** ..... **Last day of absence**.....

*Sibling in Burlington Juniors - please state name and class below (if applicable):*

#### **Circumstances of absence**

Signature of Parent/Guardian ..... Date of request:.....

#### **OFFICE USE ONLY**

Meeting with SYW		Letter sent	
On SIMS		Email sent	
FPN		Verbal	