



Stretton St Matthew's

EXCEPTIONAL and COMPASSIONATE CIRCUMSTANCES

ABSENCE REQUEST Form

This form must be completed and signed by the parent and Headteacher (or nominated representative).

The completed form will then be used as part of the school's monitoring of attendance which is carried out by the Headteacher and Nominated Governor for Safeguarding/ Attendance.

Child's Name:		Class:	
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Any absences from school during term time will be considered as unauthorised unless the circumstances are MEDICAL, OR EXCEPTIONAL and COMPASSIONATE CIRCUMSTANCES

Holidays are **NOT** classed as exceptional circumstances

Where parents feel that there are exceptional or compassionate circumstances, they must complete the form below and submit it to the school

If a request for absence cannot be authorised, then an Unauthorised Absence Mark will be entered against the child's name in the Class Register. Absences will appear on the child's termly Attendance Report and the annual return made to the DFE. Where pupils and families are identified because attendance is poor, meetings, letters and closer monitoring may be considered.

Exceptional and Compassionate Circumstance Service personnel returning from a tour of duty abroad Religious Observance Traveller pupils travelling for occupational purposes Bereavement, unexpected personal or family problems Attend a wedding of an immediate family member	Reason for Request
Proposed first date of absence	
Proposed date of return	
Total number of school days absent	
Total unauthorised absences on this occasion	
Signed	Parent / Carer (Please circle one)
Signed	Headteacher
☐ Authorised	☐ Not authorised
Date	
Total unauthorised absences this year	