



Merrydale Junior School

Be the Best you can Be!



Application for absence **EXCEPTIONAL CIRCUMSTANCES**

Headteacher: Catriona Mugglestone

Deputy Head: Antony Corbett

This form must be completed before the Headteacher can consider your application for absence. Please complete ALL sections of the form and attach tickets or other proof of travel/accommodation.

On receipt of the completed form the Headteacher and Governors will consider your request. You will be sent a copy of this form showing the decision made.

To the Headteacher of Merrydale Junior School

I wish to apply for:

Name of child:..... Class:.....

First day of absence.....

Last day of absence.....

Reason for request:.....

.....

.....

UK contact name in case of emergency:.....

UK contact number in case of emergency:.....

I understand that:

- The law allows for absence to be granted on in exceptional circumstances.
- This may result in a fixed penalty notice being issued by the Educational Welfare Service for unauthorised absence. This will be £60 per child, per parent.
- Extended absence may result in your child being removed from the school roll.

Signed (Parent / Carer):..... Date:.....

AUTHORISED

Your request have been authorised for the following dates:
From..... to.....

UNAUTHORISED

Your request for leave has been unauthorised under current legislation

Signed (Headteacher):..... Date:.....



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