



Absence Request due to Exceptional Circumstances

School: Click or tap here to enter text.

Headteacher: Click or tap here to enter text.

To be completed by parent/ carer

Pupil's Full Name: Click or tap here to enter text.

Stage/ Class: Click or tap here to enter text.

Requested dates of absence:

From: Click or tap to enter a date.

To: Click or tap to enter a date.

Total school days: Click or tap here to enter text.

Reason for requesting absence:

Parental Work Constraints ☐

Family Cohesion (eg following bereavement) ☐

Religious Observance or Cultural Festival ☐

Bereavement ☐

Close Family Wedding ☐

Gypsy, Traveller Roma family ☐

Extended overseas educational trips not organised by the school ☐

Short-term parental placement abroad ☐

Heritage trip (family returning to its country of origin) ☐

Period immediately after an accident or illness ☐

Period of serious or critical illness of a close relative ☐

Domestic crisis which causes serious disruption to the family home, causing temporary relocation ☐

Other ☐

Description for the reasons you are requesting absence (please provide as much information as you can to inform the decision to consider your request:

Click or tap here to enter text.

To be completed by Head Teacher

Date request received: Click or tap to enter a date.

Consideration of Risks:

	Yes	No	Comments
Attendance			
Previous requests			
Risk of Female Genital Mutilation (FGM)			
Risk of Forced Marriage			
Other welfare concern / Child Protection: Click or tap here to enter text.			

Grounds for Authorisation:

The school can authorise requests for a maximum of 10 school days.

Recommendation from school:

Authorise ☐ **Do not authorise** ☐

Reason(s) for decision not to authorise:

Click or tap here to enter text.

SEEMIS CODE for pre-notified request for authorised absence:

- Other Authorised Absence - ABS code A
- Exceptional Domestic Circumstances Authorised - DCA code Q
- Authorised Parental Holiday - PHL code E

Where no notification has been received about an upcoming absence or if the request for absence is not authorised:

- Exceptional Domestic Circumstances Unauthorised - DCU code R
- Unauthorised Parental Holiday - UPH code G

SEEMIS Code: Click or tap here to enter text.

Further advice requested from Education Wellbeing Service Team leader ☐

Approval from Education Wellbeing Team Leader required (request is more than 10 days) ☐



To be completed by the Education Wellbeing Service Team Leader

Date request received: Click or tap to enter a date.

Authorise ☐

SEEMIS CODE

- Extended Leave with Parental Consent - EXL code Z

Do not authorise ☐

Reasons for decision not to authorise:

Click or tap here to enter text.

Remove from school roll ☐