



**NE/XT:
Application for
exceptional
absence in term time**



Immaculate Heart of Mary Catholic Primary is part of the NE/XT family of local schools; parents / carers throughout the cluster must complete this form to request a term-time absence which will only be authorised if it meets criteria set out in the NE/XT Attendance Policy.

The Department for Education states parents / carers do not have a right to take their children out of school during term time.

Parents wishing to apply for absence due to exceptional circumstances during term time should complete this form and return it to school for consideration by the Headteacher at least ten school days in advance of the proposed child's absence.

A different form must be completed for each child.

Child's first name:		Child's surname:	
Child's date of birth:		Child's class:	
First name of parent / carer:		Surname of parent / carer:	
Address:			
Telephone number:			
Date absent from school:		Date back at school:	
Total number of school days:			
Supporting Information /Reason for exceptional absence:			
Signature of parent / carer:			

School section:

Exceptional absence	yes	no	DFE states that more than five days unauthorised absence in any one term may result in the issuing of a Penalty Notice.
Number of days approved:			
Number of days not approved:			
Additional notes:			Signature of Headteacher:
No. of Previous sessions granted:			Percentage Attendance to date: