**Application for authorisation of absence during term time**

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| --- | --- |
| **Name of child** |  |
| **Class** |  |
| **Dates of proposed**  **absence** | **From:** |
| **To:** |
| **Reason for proposed absence:**  ***Absence is only granted in exceptional circumstances***  ***And***  ***You will need to provide evidence of the absence else the application will not be authorised.*** |  |

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| --- | --- |
| **Name** |  |
| **Relationship to Child** |  |
| **Date** |  |

For Office use only

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| **Attendance (95% or more)** |  |
| **Exceptional Circumstances** | * YES 🞎 No |
| **Authorised by** |  |
| **Date** |  |
| **INPUT TO SIMS (initial)** |  |