



Box CE VC Primary School Exceptional Absence Request Form 2025/26



School is Important. Missing school can disrupt and set back learning.
Please see the School's attendance leaflet available on our website or from the school office.
Almost all holiday absences will be recorded as 'unauthorised' and families may be issued with a Penalty Notice by the Local Authority.
If the leave of absence involves a flight, we will require flight details for safeguarding purposes.

Part I - For completion by the Parent/Carer

Parent Name 1:	Parent Name 2:
Child's Name 1:	Year Group/Class:
Child's Name 2:	Year Group/Class:
Child's Name 3:	Year Group/Class:

First Date of Absence:		Last Date of Absence:		Total Number of Days:	
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Please give the reason for the absence, and if you believe there are 'exceptional' circumstances to support this request, please list them here.

Declaration

- (I / we) agree that the information in this form is accurate and correct.
- (I / we) understand that (I / we) must inform any other person with 'parental responsibility' for the (child / children) to whom this request refers of (my / our) intentions. All parties with 'parental responsibility' are responsible for attendance and so are liable for Penalty Notices.

Name:	Signed:	Date:
Name:	Signed:	Date:

Part II - For completion by the office

Date of processing:

Current Attendance	Attendance % 2025/26	No. of Sessions Authorised Absence	No. of Sessions Unauthorised Absence	Attendance % 2024/25	No. of Sessions Authorised Absence	No. of Sessions Unauthorised Absence
Child 1						
Child 2						
Child 3						

Office comment box:

Part III – For completion by the Headteacher

Having considered this request, this absence will be recorded as:	Authorised	Unauthorised
Have the criteria for a Penalty Notice been met?	No	Yes

Signed:

Date:

Date entered on ARBOR:

Date form returned to parent: