



Churchstanton, Taunton, Somerset, TA3 7RL  
Head Teacher – Mr Matthew Watson  
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## Request for Absence in Term Time in Exceptional Circumstances

Please note a minimum of two weeks notice is required otherwise any request will automatically be unauthorised. This notice will be waived in the event of family bereavement or serious illness.

### **Section A** – To be completed by the Parent / carer

I hereby make application for:

Name of Child/Children.....

Class/Classes.....

To be absent from.....(Date)

To.....(Date)

Total number of school days.....

Reason(s) for request – Please note that in order for your request to be considered this section **MUST** be completed giving the exceptional reasons why absence is required.

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Parental signature.....

Date.....

Absence authorised/not authorised..... Head Teacher

Date.....

Exceptional circumstances

Not considered exceptional circumstances