

**Please complete Section 1 and post or email to the School Office ([office@chf.org.uk](mailto:office@chf.org.uk) )**

**Please Note:** The DfE's amended regulations regarding absences during term time make it clear that Headteachers may **NOT** grant leave unless there are "exceptional circumstances". Requests for absence will be considered on an individual basis but for non-medical/respite requests parents are kindly asked to state the "exceptional circumstances" on the form below.

Section 1 (for completion by parent or bungalow for 52 week boarders):

Pupil's Name:	
Parent's Name/s:	
Department:	St Martin's / Seymour / Hanbury
We request the following absence(s) from school for our son/daughter:	
Date/s of Absence:	
Reason for Absence: <i>Please include 'exceptional circumstances' if appropriate</i>	
Signed:	
Date:	

Section 2 (for completion by school):

Authorised:	Yes / No (reason)
Days / Sessions already taken this year:	
Signed by Headteacher:	
Date:	

*A copy of this form will be returned to you following the Headteacher's decision.*