



**WARDEN PARK ACADEMY TRUST**

**REQUEST FOR ABSENCE FOR “EXCEPTIONAL CIRCUMSTANCES”**

**Please complete this form and return to Mr R J Stoneley (Deputy Headteacher)**

Authorised absence due to exceptional circumstances is requested for :

Name of child ..... Tutor group .....

Dates : From ..... To ..... (*inclusive*)

Reasons for seeking absence during academy time :

.....  
.....  
.....  
.....

Signed ..... (*parent/guardian*) Date .....

*Please note :*

- *Absence from school can be authorised only by the academy and will be put in writing to parents.*
- *Absence not approved by the academy in writing and in advance will be recorded as ‘unauthorised’ and may be referred to the Education Welfare Service.*