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| **Head Teacher:**  Mrs E Reynolds | schoollogo | | Martock Road  Long Sutton  Langport  Somerset  TA10 9NT |
| Email: [enquiries@longsuttonprimary.co.uk](mailto:enquiries@longsuttonprimary.co.uk)  Website: <http://www.longsuttonprimaryschool.co.uk> | | Tel: (01458) 241434 | |

**NOTIFICATION OF THE INTENTION TO TAKE ABSENCE IN TERM TIME**

This must be requested at least 4 weeks before the requested absence date.

I/we wish to inform the school that it is my/our intention to take my/our child/children out of school during term time.

Name of child / children : …...………………………………………………..…………………

Class: ……………………………………………………...……………………..…….………….

Dates of absence : ……………………………………………………………………………….

Reason this absence needs to be in the school term :

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Absence can only be authorised if there are ‘exceptional circumstances’

Name of Parent / Carer : ………………………………………………………………………

Signature : ………………………………………………………………………………………..

Date : ……………………………………………………………………………………………..

Definitions and examples of ‘exceptional circumstances’

* Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue
* If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.