



**St Mary's Church of England Primary Academy**  
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## EXCEPTIONAL CIRCUMSTANCES Form ONLY

**Leave of absence for pupils in exceptional circumstances ONLY – ONE FORM PER CHILD**

Exceptional Circumstances will be reviewed by the Principal. You will receive a letter within 3 working days confirming if the circumstance will be authorised or not.

If any child is off unauthorised, longer than 20 school days they may be taken off the school roll and you would have to apply for a place with-in the school upon your return.

Name of Pupil \_\_\_\_\_

Class \_\_\_\_\_

Reason for exceptional circumstances:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

First Date of Absence \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date returning to school \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**For Office Use Only**

SCHOOL AUTHORISATION SECTION	
Current Attendance Figure	
Number of school days already authorised this academic year	
Number of school days already authrorised this academic year	