

**Absence Request due to Exceptional Circumstances**

**School: Gracemount Primary School**

**Headteacher: Lesley Boyd**

**To be completed by parent/ carer**

**Pupil's Full Name:**

**Stage/ Class:**

**Requested dates of absence:**

**From:**

**To:**

**Total school days:**

**Reason for requesting absence:**

Parental Work Constraints ☐

Family Cohesion (eg following bereavement) ☐

Religious Observance or Cultural Festival ☐

Bereavement ☐

Close Family Wedding ☐

Gypsy, Traveller Roma family ☐

Extended overseas educational trips not organised by the school ☐

Short-term parental placement abroad ☐

Heritage trip (family returning to its country of origin) ☐

Period immediately after an accident or illness ☐

Period of serious or critical illness of a close relative ☐

Domestic crisis which causes serious disruption to the family home, causing temporary relocation ☐

Other ☐

**Description for the reasons you are requesting absence (please provide as much information as you can to inform the decision to consider your request:**

**To be completed by Head Teacher**

**Date request received:**

**Consideration of Risks:**

|  | Yes | No | Comments |
|--|-----|----|----------|
| Attendance   |     |    |          |
| Previous requests  |     |    |          |
| Risk of Female Genital Mutilation (FGM)  |     |    |          |
| Risk of Forced Marriage  |     |    |          |
| Other welfare concern / Child Protection:<br><small>Click or tap here to enter text.</small> |     |    |          |

**Grounds for Authorisation:**

The school can authorise requests for a maximum of 10 school days.

**Recommendation from school:**

**Authorise** ☐ **Do not authorise** ☐

Reason(s) for decision not to authorise:

Click or tap here to enter text.

SEEMIS CODE for pre-notified request for authorised absence:

- Other Authorised Absence - ABS code A
- Exceptional Domestic Circumstances Authorised - DCA code Q
- Authorised Parental Holiday - PHL code E

Where no notification has been received about an upcoming absence or if the request for absence is not authorised:

- Exceptional Domestic Circumstances Unauthorised - DCU code R
- Unauthorised Parental Holiday - UPH code G

**SEEMIS Code:**

Further advice requested from Education Wellbeing Service Team leader ☐

Approval from Education Wellbeing Team Leader required (request is more than 10 days) ☐



**To be completed by the Education Wellbeing Service Team Leader**

**Date request received:**

**Authorise** ☐

SEEMIS CODE

- Extended Leave with Parental Consent - EXL code Z

**Do not authorise** ☐

Reasons for decision not to authorise:

**Remove from school roll** ☐