



**Absence from School for Exceptional Circumstances  
Request Form**

As a parent, you have a legal responsibility to ensure your child's attendance at school. Salisbury Manor will not grant any leave of absence during term time, unless there are exceptional circumstances.

If attendance procedures are not adhered to, you may be issued a penalty notice from the Local Authority (Waltham Forest). Please refer to the attendance policy on the Salisbury Manor website or you may collect an attendance booklet from the school office.

Please note, you may be asked to supply further supporting documents for any absence request which will be considered by Miss Curtis, and you will be notified in writing of the outcome.

<b>Parent/Carer to complete this section:</b>		
<b>Name of child:</b>		
<b>Class:</b>		
<b>Name of Parent/Carer:</b>		
<b>Home address:</b>		<b>Contact number:</b>
<b>Dates of absence requested:</b>	<b>Start date:</b> <b>End date:</b>	<b>Number of School days requested:</b>
<b>Reason for absence (please include all relevant details):</b>		
<b>Parent/Carer signature:</b>		
<b>Date:</b>		

**Principal: Miss E Curtis**

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Chingford  
London  
E4 8YJ  
T: 0208 527 7433

E: [info@salisburymanorprimary.org.uk](mailto:info@salisburymanorprimary.org.uk)



# Salisbury Manor Primary School

The best in everyone™

Part of United Learning

Please return the completed form to the office. If you have any further questions, please contact the school office at [admin@salisburymanorprimary.org.uk](mailto:admin@salisburymanorprimary.org.uk) or 0208 527 7433.

For school use only:	
Authorised:	Date:
Unauthorised:	Signed:

## Principal: Miss E Curtis

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