



# 100% Attendance Club

## Exceptional Circumstances Form

We recognise 100% Attendance as being a huge achievement and one that needs significant reward and celebration! Therefore, only students with 100% Attendance will be granted access to the club. The 100% attendance club is a reward for those students who show resilience and excellent attitudes to school. We do, however, recognise that in some cases, absence from school is unavoidable. Please complete the form below to apply for exceptional circumstances to be considered by the Assistant Headteacher.

|   |  |            |  |
|---|--|------------|--|
| <b>Student Name:</b>  |  |            |  |
| <b>Year Group:</b>  |  |            |  |
| <b>Form Group:</b>  |  |            |  |
| <b>Dates of Absence:</b>  | <b>From:</b>   | <b>To:</b> |  |
| <b>Details of Exceptional Circumstance:</b>   |  |            |  |
| <b>Which exceptional circumstances criteria do you feel this absence meets? (Please tick)</b> | To mark a religious observance   |            |  |
|   | To attend a specialist medical appointment related to a lifelong medical condition |            |  |
|   | To grieve for, and attend a funeral of an immediate family member.                 |            |  |
|   | Other (please give details below)  |            |  |
|   | Please provide details:  |            |  |
| <b>Signed (Parent / Carer):</b>   |  |            |  |
| <b>Date:</b>  |  |            |  |

### Attendance Office Use Only

|  |  |   |  |
|--|--|---|--|
| <b>Attendance % before absence</b>         |  | <b>Official recorded code for absence</b>                               |  |
| <b>Previous Academic year Attendance %</b> |  | <b>Which exceptional circumstances criteria does this absence meet?</b> |  |

### Senior Leadership Team: Office Use Only

|                         |                         |
|-------------------------|-------------------------|
| <b>Request Approved</b> | <b>Request Declined</b> |
| <b>Comments:</b>        |                         |
| <b>Signed:</b>          | <b>Date:</b>            |

**Please return this form directly to school via email ([admin@carletonhigh.patrust.org.uk](mailto:admin@carletonhigh.patrust.org.uk)) or post**