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 Head.

Student Name:	
Year Group:	
Form Group:	
Dates of Absence:	From: To:
Details of Exceptional Circumstance: **(Please attach evidence wherever possible)**	
Signed (Parent / Carer):	
Date:	

Attendance Office Use Only

Attendance % before absence		Previous Academic Year Attendance %	

Head's Office Use Only

Request Approved		Request Declined	
Comments:			
Signed:		Date:	

Please return this form to the Attendance Team Office or to attendanceteam@baysgarthschool.co.uk