



## REQUEST FOR ABSENCE FROM SCHOOL

Please return this form to the School Office

I request permission for my child:	
Teacher:	
Class No:	

To be absent from school: (please give inclusive dates)	
From: (first day of leave)	
Date of return to school:	
<b>Reason for absence</b> (If a holiday please explain why the holiday needs to be taken in term time)	

Signature of Parent/Guardian:	
Date:	

Please note that when permission for a holiday is granted the register is marked with a "H". This counts as an authorised absence. Should a pupil's leave be declined and leave is taken the register will be marked with "G". This is an unauthorised absence. Holidays will not be authorised if 10 days leave has already been taken during the academic year or attendance is below 95%.

For Office use Only	Amended on Register	Dated:	
Sessions taken to date		Current level of attendance	
Sessions requested		Number of sessions over 20	
Approved	Declined	Approved by	