

Valley Primary School

A Member of Mosaic Schools Learning Trust

Beckenham Lane, Bromley, BR2 0DA

email: admin@valley.bromley.sch.uk
website: www.valley.bromley.sch.uk

telephone: 020 8460 1121



Local Authority Guidance: "Family holidays in term time should be discouraged in that they are damaging to the students continuity of learning. Parents/carers do not have an automatic right to withdraw students from school for a holiday and, in law, have to apply for permission in advance."

ABSENCE REQUEST FORM

It is necessary for the approval of the school Governors to be obtained for a child's absence from school. The parent/carer is requested to complete this form and forward it, **two weeks** before the proposed period of absence, to the Headteacher.

I wish my child:

Class:

to be absent from school from: to:

Reason for absence:

.....
.....
.....
.....
.....

Signature of parent: Date:

This portion below to be retained by the School

VALLEY PRIMARY SCHOOL

Name of child: Class:

Absence from school approved from: to:

Signed on behalf of the School Governors:

