

**ABSENCE REQUEST FORM
(Only to be used for holiday absence requests)**

In exceptional circumstances, parents can request authorisation for leave of absence from school for their child, from the Headteacher

**We urge parents and carers to consider any request for absence carefully and, if at all possible, to make alternative arrangements.**

## Child’s name:

## Class teacher:

## First day of absence:

## Return to school:

## Number of school days that will be missed:

Reasons for requesting term time leave:

**Requests cannot be considered for authorisation unless reasons are given.**

 **FOR OFFICE USE ONLY**

Current % attendance Unauthorised absence to date

The leave of absence above is: authorised unauthorised

Notes

#### Where a request is unauthorized, you may be issued with a Fixed Penalty Notice.

#### Signed: Mr Neil Garratt, Headteacher Date: \_\_\_