



Absence Request Form For holidays, family events etc

Name of childD.O.B.....

Class/Year group.....Teacher

Dates/days Absent (inclusive)

From To

Reason for absence:-

Holiday Family Event Please specify:-.....

Other..... Please specify

I/We understand that by taking my/our child out of school during term time, this may affect their academic progress and could ultimately impact on levels of attainment.

I/we are aware that to date my/our child has been absent from school for..... days since the beginning of this current academic year.

Signed - Parent / Guardian.....Date.....
(With parental responsibility)

Absence authorised. Yes No

Signed - Head teacher Date.....

For official use only:-

..... Date received

..... Dates noted and entered in attendance register

..... Logged on data base