



School Name -

Student Details

Name	Date of birth	Form
Address		

Contact Numbers

Sibling Details of Compulsory School Age (or other children living in the household)

Name	Date of birth	School
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Name	Date of birth	School
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I request permission for my child to be absent from school: -

First Day of Absence	Date of Return	Total School Days
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Please detail below the reason for you request for absence from school in term time and include any supporting information. The Headteacher will not be able to consider your request without your supporting documents. *Please read carefully the Letter Exceptional Circumstances Information for Parents which I attach for your convenience.*

Declaration

*I have read the Letter Exceptional Circumstances Information for Parents and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request. **Please note the school day is divided into 2 registration periods, for example if your child is absent for one day this equals 2 sessions and a five day absence equals 10 sessions.***

Signed:
(Parent/Carer)

Date:

For School Use Only

The school has considered your request for leave of absence and your child's absences will be recorded as follows: -

Number of
Authorised
Sessions

Number of
Unauthorised
Sessions

Number of
Unauthorised
sessions to
date:

Signed:

Position:

Date:

Original signed and completed forms to be retained with pupil's records.

Copy should be returned to the parent/carer of the pupil to confirm authorised or unauthorised absence prior to the intended absence period.