

REQUEST FOR ABSENCE DURING TERM TIME

For Senior Pupils – Mrs MH Collins

For Junior Pupils – Mrs K Knowles

For Prep and Pre-Prep Pupils – Miss E Keane

Authorised absence is requested for ……………………………………………………………………………………….. (name of pupil)

Dates: from ……………………………………………… until ………………………………………. in Form ………………………………………….

Reason for seeking absence:

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………...……………………………………………………………………………………………………

Signed : ………………………………………………………………………….………………… Date: …………………………………………………………

 (Parent / Carer)

N.B.

* Absence from school for a family holiday or an extended trip can be authorised only by the school and will be considered **only** in circumstances acceptable to the school.
* Absence not approved by the school, in writing and in advance, will be recorded as “unauthorised”.

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To: ………………………………………………………………………………………………………………………………………………. (Parent / Carer)

* Your request is approved and the absence as set our above is duly authorised.
* Your request is not approved; therefore, if the pupil is absence as proposed above, it will be recorded as unauthorised for the following reasons:

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Signed: ……………………………………………………………………………………… Date: ……………………………………………………………

Copies to

* School Office
* Form Teacher
* Senior Form Teacher
* Headteacher