Absence Request Form (including holidays)

Please note that there is no automatic right for pupils to be granted authorised absences during school time.

PUPIL DETAILS	
Name	Class/Year:
Date of Birth	Address

ABSENCE REQUEST DETAILS	
Start date of requested absence	End date of requested absence
Return to school date	Reason for absence request
Name of parent/carer (PRINT)	
Signature	
Date	

FOR SCHOOL USE ONLY		
Current attendance % (in current year)		
Previous absence requests this academic year.		
Does the request time coincide with SATS	YES	NO
Any mitigating/ aggravating circumstances which indicate an absence should be authorised/ not authorised?		
Signature of Head Teacher		
Date		
Register Code to be used for this absence* H= Annual family holiday agreed G=Family holiday not agreed C= Other authorised circumstances O= Unauthorised *Tick and initial where appropriate/when completed		

We have received your request for absence for …………………………………………………..(Childs Name)

from ………………………….. to ………………………..On this occasion the absence is authorised/unauthorised.

Signed…………………………………………………..(Head Teacher) …………………………………….(Date)