



ABSENCE REQUEST FORM

The law does not grant parents an automatic right to take their child out of school during term time.

A request for absence to be authorised **MUST** be made in advance. Before we consider authorising any absence the following points will be considered:

- Your child's previous attendance history
- Age of child
- Level of SEN
- Reason for absence
- No absences for year 6 pupils will be authorised prior to 18th May 2018

Date:	
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Childs Name:		Class:	
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Date of 1 st Day of Absence:		Date of Return to School:	
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Reason for Absence:

Signed:	
Name:	
Relationship to Child:	
Date:	

OFFICE USE ONLY			
Total No of Days Requested:			
Total No of Days Authorised:		Total No of Days Unauthorised:	
Reason (if unauthorised):			
Signed:		Date:	