



# ABSENCE REQUEST FORM

A request for absence **MUST** be made at least a minimum of two weeks before the trip.

## PUPIL DETAILS

NAME:

DATE OF BIRTH:

CLASS/TEACHER:

## DATE OF REQUESTED ABSENCE AND REASON

PARENT/GUARDIAN NAME:

Signature:

Date:

I understand that keeping my child off school for any longer time than agreed by the school will result in Unauthorised Absence

The Headteacher will consider the following points before authorising leave:

- The pupil's previous attendance history
- The age of the pupil
- The child's stage of education
- Time of Year (SAT's/Exams)
- The nature/reason for the absence
- Whether the parents are restricted in terms of leave from their employer

## OFFICE USE

Seen by: \_\_\_\_\_ Agreement: \_\_\_\_\_ Date: \_\_\_\_\_