



Absence Request Form (exceptional circumstances only)

I wish to apply to have an absence authorised for:

Child's name: _____ Class: _____

Date from: _____ Date to: _____

Name of Parent/Carer: _____

Please explain the exceptional circumstances that you would like the school to consider; continue on separate sheet if needed.

Signature of Parent/Carer _____

Office use only			Absence authorised <input type="checkbox"/>
Date form received	No. of days requested	% attendance to date	Absence unauthorised <input type="checkbox"/>
			Signed HT:

This portion to be returned to parent/carer

Please note that even if this absence request is authorised you may still receive letters of concern from either school or the attendance officer if your child's attendance drops below a level that the school deems acceptable.

Pupil name: _____ Class: _____

Absence Authorised:	Absence unauthorised:	Signed:
from:	from:	Head teacher
to:	to:	