



Requested Absence from School Form

In the event of a planned absence this request form should be completed by the parent/carer and returned to school for consideration by the Headteacher.

Child(ren)'s Name(s)	DOB	Class

Name of parent(s)/carer(s) responsible for absence	Telephone Number

I request permission for my child(ren) to be absent from school between:

Date of first day of absence	
Date of return to school	
Total days absent	

**I would like the school to take into consideration the following exceptional circumstances:
(Please provide any supporting evidence at the time of request)**

I have read the school's Attendance Policy and understand I/we may receive a penalty notice or further legal action if my/our child receives unauthorised school absence as a result of this request.

Signature of parent/carer:	Date:

For School Use Only (completed form to be scanned to pupil profile on MIS)

Days Authorised:	
Days Unauthorised:	
Signed (Headteacher)	
Date:	
Date Reply sent to Parent/Carer	