

# REQUEST FOR ABSENCE FROM SCHOOL



Name of Pupil:

	Class:
--	--------

Request to be absent from school (give dates) from:

To:

Reason for request (exceptional circumstances)

In accordance with our Attendance Policy and Legislation, permission to be absent may only be granted for a maximum of 10 days in any academic year in exceptional circumstances.

Signature of Parent or Guardian:

Signature of Head Teacher:

Date:

When completed by the Parent or Guardian this form should be countersigned by the **Head Teacher**.

# REQUEST FOR ABSENCE FROM SCHOOL



Name of Pupil:

	Class:
--	--------

Request to be absent from school (give dates) from:

To:

Reason for request (exceptional circumstances)

In accordance with our Attendance Policy and Legislation, permission to be absent may only be granted for a maximum of 10 days in any academic year in exceptional circumstances.

Signature of Parent or Guardian:

Signature of Head Teacher:

Date:

When completed by the Parent or Guardian this form should be countersigned by **the Head Teacher**.