



Dedicated to Excellence

Absence Request Form (including holidays)

Please note that there is no automatic right for pupils to be granted authorised absences during school time.

PUPIL DETAILS	
Name	
Class	
Date of Birth	
Address	

ABSENCE REQUEST DETAILS	
Start date of requested absence	
End date of requested absence	
Return to school date	
Reason for absence request	
Name of parent / carer (PRINT)	
Signature	
Date	

FOR SCHOOL USE ONLY		
Current attendance % <i>(In current year)</i>		
Previous absence requests this academic year.		
Does the request time coincide with SATS	Yes	No
Any mitigating / aggravating circumstances which indicate an absence should be authorised / not authorised?		
Given information above and reason for request is the absence approved?	Yes	No
Comment by Head Teacher		
Signature & Date		
Register Code to be used for this holiday*		
H = Annual family holiday C = Other authorised circumstances O = Unauthorised circumstances		

* Tick and initial where appropriate / when completed