



Request for Authorised Absence

Following National Guidelines, you are reminded that we strongly discourage families from withdrawing children from school or taking holidays during term time as it is disruptive to the children's education.

If there are exceptional circumstances that require you to apply for an authorised absence from school, please complete the details below.

Name	Class	Number of school days requested

Dates of absence: From _____ To _____

The exceptional circumstances that require my child(ren) to be absent from school are:

Signed: _____
Parent/Carer

Date: _____

FOR OFFICE USE ONLY:

Percentage attendance: _____

Possible attendances (no. of sessions): _____

Authorised absence inc. illness (no. of sessions): _____

Days authorised for other circumstances: _____

Holiday absence already granted (no. of days): _____

Permission for an authorised absence has been granted on this occasion:

Signed: _____
Jenny Sheppard - Headteacher

Permission for an authorised absence HAS NOT been granted because:

Signed: _____
Jenny Sheppard - Headteacher