

Please complete this form if you wish to take your child out of school during term time and return to Reception or the Class Teacher. Your request will be considered by the Headteacher.

Absence Request Form

(For Leave taken during Term Time)

Child's Name:	
Class:	
First day of Absence:	
Last Day of Absence:	
Total number of days absent from School:	
Reason for absence: (ie. Holiday, funeral etc)	
If going on holiday, please provide details of where you will be staying including a contact telephone number:	

Declaration by Parent/Guardian/Carer

I request permission for my child, named above to be absent from school on the dates specified and for the reasons stated above.	
Name:	Date:

For office use only:

Pupil Attendance %	
Approved by Headteacher Y/N	If 'No' Reason for refusal
Absence updated on Integris	
Head Teacher Signature and Date:	
Confirmation sent to parents/carers	