

Request for Absence of Pupil from School

Requests for absence will only be accepted in exceptional circumstances. Please state your reasons for requesting absence below. Absence not agreed by the Governors will be recorded as unauthorised and a Penalty Notice may be issued. The Educational Welfare Officer regularly monitors such absence and may request a meeting with parents when this is deemed necessary.

This form should be completed by the parent or carer of the pupil and returned to the school office.

I request that _____
(name of pupil/s)

In Class(es) _____
be granted leave of absence from school from

_____ (date) to _____ (date) inclusive.

Please give detailed information about the reasons for your request for your child(ren) to be absent from school. Insufficient information will mean that your request will be unauthorised.

Signed: _____ (Parent/Carer)

PRINT NAME: _____

Date: _____