

Student Holiday Absence Request Form

Child's Name:

Child's Class:

I request for my child to be absent from school on the following dates:

The reason for absence:

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.....

Please note:

There is no entitlement to time off in term time. Leave of absence will only be granted where the Headteacher considers it important, due to exceptional circumstances, taking into account the nature of the event for which leave is sought, the frequency of the request, whether the parent gave advance notice, the pupil's current attendance.

Some absences are allowed by law and are known as "authorised absences". For example: if a child is ill, family bereavement, religious observance. We realise that there are rare occasions when there might be a particular problem that causes your child to be absent. Please let us know and we shall try to deal with it sympathetically.

To be completed by School Office

Absence request is : Authorised Unauthorised

Signed off by Attendance Officer Miss Matthews



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