

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

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	