



Request for Absence During Term Time

If you wish to remove your child from school during term time, please provide details below as to why the absence should be authorised.

Address of Parent/Carer requesting absence: _____

Name of Child(ren): _____

Class: _____

Date requested from: _____ To: _____ Total days: _____

Please explain clearly below the reason for the absence requested. You should provide as much information as possible.

Signed _____ Date _____

For office use only

Authorised Unauthorised

Signed (Headteacher): _____ Date request received: _____

Notes: _____

