



Request for absence during term time

Please complete the relevant sections and return this form to the school office.

Name of child _____ Year _____

Year _____

Year _____

Reason for requesting absence during school time:

Absence Dates From _____ To _____

Return to school date _____ Number of days absent _____

Signature _____ Date _____
Parent/Carer

All absences during school time will be unauthorised in the register unless there are medical (proof may be required) or exceptional circumstances. Taking holidays during term time can affect your child's social, emotional and attainments levels and therefore we are advised not to authorise such absence. We do need to know where your child is during school time so please complete the form and return it to school as soon as possible. This will only be passed onto the Educational Welfare Officer if your child's attendance levels are below 80%

For office use only:

- Integris updated
- Text sent