

REQUEST FOR AUTHORISED ABSENCE FROM SCHOOL DUE TO EXCEPTIONAL CIRCUMSTANCES



You are reminded that we strongly discourage families from withdrawing their children from school or taking their holidays during term time as it is disruptive to the children's education.
Absence from school for family holidays is not a right.

I would like to apply for an authorised absence from school for the child named
below

CHILD'S NAME:

CLASS:

FROM

TO

The circumstances that require my child to be absent from school are

Signed

Date

OFFICE USE

Permission for authorised absence is granted

Permission for authorised absence has NOT been granted because:

Signed

Headteacher