

**ABSENCE REQUEST FORM**

I wish to seek permission for my child/children.………………………………………………..

To obtain authorised absence from………………………………to………………………………..

The reason for the absence is…………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………….

……………………………………………………………………………………………………………………………………………….

Parent’s Signature…………………………………………………………. Date…………………………

(To be kept in Year….......Register)

**To be completed by office and returned to parents**

Re:…………………………………………………………………………………………………………. (Year/s)………………..

Dates are from…………………………….………………..to……………………………………………….

 The school’s Governing Body authorise the above request for absence from

 school.

 The school’s Governing Body does not authorise the above request for

 absence.

Signed …………………………………………(Headteacher) Date…………………………….