

Absence Request Form

Please note that there is no automatic right for pupils to be granted authorised absences for family holidays. School considers every request for holiday leave in relation to the criteria below.

Pupil Details	
Name	
Date of birth	
Class	
Address	

Absence Request Details	
Start date of requested Absence	
End date of requested Absence	
Return to school date	
Reason for holiday request	
Name of parent / carer (print)	
Signature	
Date	

For School Use	
Current attendance % (in current academic year)	
Previous absence leave this academic year	
Does the absence request time coincide with SATS / other examination periods	
Any mitigating / aggravating circumstances which indicate an absence should be authorised / not authorised?	
Given information above, and reason for request, is the absence approved?	YES NO
Signature of Head Teacher	
Date	
Register Code to be used for this absence *	

* **Register Code:** **G =** Any holiday that has **not been agreed** or holiday days taken **over 10 days**
 H = Family Holiday 10 days or fewer which **has been agreed**

Please return to the School Office as soon as possible – many thanks