**ABSENCE REQUEST FORM**

Childs Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tutor Group\_\_\_\_\_\_\_\_\_\_\_\_\_

I wish to request that my child be given permission to be absent from school on the dates as below:

First Date of Absence\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Date of Absence\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Return to school\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the following reason:

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**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Parent/Guardian)** **Date\_\_\_\_\_\_\_\_\_\_\_\_**

**Please Note:**

***As you will be aware, schools have been informed that we can only authorise absence from school in exceptional circumstances. This is because any absence from school impacts on the progress a child makes. You will be required to attend a meeting with us if your child’s attendance drops below 95%, especially when unauthorised holiday has been taken.***

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 **FOR OFFICE USE ONLY** Total number of days requested

Entered on: Spread sheet 🞏 Register 🞏 Letter sent 🞏 catch up session arranged 🞏

 Authorised 🞏 Unauthorised 🞏