

ABSENT REQUEST FORM

To be completed by Parent/Carer:

I am writing to request leave for my child / children

Class

First date of absence

Date of return to school

Total Number of Days absent from School...... (1 day = 2 sessions)

Reason

Signed	(Parent/Carer)
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To be completed by school:

Attendance Up to Date.....

No. of sessions requested		Leave Authorised	
No. of sessions previously		Leave Un-authorised	
requested			
Total for this academic year			

Signed

..... Headteacher

.....Chair of Governors