



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)

To be completed by school:

Attendance Up to Date.....

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

Signed

..... Headteacher

.....Chair of Governors