

# REQUEST TO TAKE AN ABSENCE DURING TERM TIME



To: **The Headteacher/Principal**

Name of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Class \_\_\_\_\_

\_\_\_\_\_ Class \_\_\_\_\_

\_\_\_\_\_ Class \_\_\_\_\_

Date(s) absence requested: From \_\_\_\_\_ To: \_\_\_\_\_

**Reason for request** (This section must be completed)

I understand that the school is not obliged to grant this request and that I may be liable for a Penalty Notice if my child misses school during this time without authorisation from the school

Signature of Parent(s)/Guardian(s): \_\_\_\_\_

**For school use**

Absence authorised

Absence not authorised  \_\_\_\_\_ (Headteacher)

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## Request for absence during term time

Child's name: \_\_\_\_\_ Class \_\_\_\_\_

Absence authorised/not authorised from \_\_\_\_\_ to \_\_\_\_\_

Signed \_\_\_\_\_ (Headteacher) Date \_\_\_\_\_