

## Application for Absence Form

The head teacher can only consider applications made using this form which must be submitted two calendar weeks ahead of the date requested for absence. Absences can only be authorised in exceptional circumstances such as attending a music examination, taking part in a sporting competition or for unexpected family circumstances such as bereavement. The school can no longer authorise any holidays to be taken in term time.

<b>Name:</b>		<b>Class:</b>	
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I would like to request that for my child to be absent on the following dates:

<b>From:</b>	
<b>To:</b>	
<b>No of Days:</b>	

Reason for request:

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**Signature of parent/carer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This form is to be completed by the parent/carer and forwarded to the school office – at least 14 calendar days before the absence. Absence requests for children with low attendance records will not be authorised.

We will notify you by text once your application has been signed.

*For office use:*

<i>AUTH</i>	
<i>UNAUTH</i>	

<i>Entered on SIMS</i>	
<i>Text Sent</i>	

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