



ABSENCE REQUEST FORM

I wish to apply to have an 'avoidable' absence authorised, for:

Child's name Tutor Group.....

Child's name Tutor Group

Child's name Tutor Group

Date from

Date to.....(inclusive)

Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed. Please continue on a separate sheet if needed.

Name of Parent(s)/Carer(s):.....

Signature of Parent(s)/Carer(s)

.....

Date

Please provide us with any flight tickets or additional proof for leave.

We will aim to respond within 3 working days.

Office use only			<input type="checkbox"/> Absence authorised Code ____ <input type="checkbox"/> Absence unauthorised
Date form received	No of school days absence requested	Current % Attendance	
			Alan Macaskill Deputy Head in charge of Attendance