

Request for Absence Form

I hereby make application for _____ (Name of child/children)

To be absent from school from _____ to _____ (inclusive dates)

To enable him/her/them to accompany me _____ (insert reason for absence)

Signed _____ Parent / Guardian

Date _____

Notes:

1. Schools are only authorised to agree a child's absence from school for annual holidays up to two weeks in any academic year. Any further absence for annual holidays would be recorded as 'unauthorised' in accordance with the Education (Pupils Attendance Records) Regulations, 1991.
2. Parents whose children are on a school register have a duty to ensure that their children attend regularly and if they fail to do so they may be guilty of an offence under the Education Act

Request for Absence: Approved / Not Approved

Reason for non approval:

Signed _____ Headteacher

Date _____

Original retained by school, copy returned to Parent.