



'With each small step the Lord guides me to the best that I can be'

Absence from School Request (for during term time)

I/we request leave of absence for _____ (Child's name)

in class _____

Between the following dates: _____ to _____

Number of school days: _____

Reason for absence during school time (please provide as much information as possible (continue on reverse if necessary) and attach any supporting documents):

Signed: _____ (Parent/Guardian) Date: _____

Please complete and return this form to the school office, using a separate form for each child.

Please note, the school can no longer authorise holidays in school time, however parents/carers must inform the school of the reason for absence as the Education Welfare Officer investigates unexplained absences

Approved/Not approved:

_____ Headteacher Date: _____