**Absence Request Form**

***(for leave taken during term time)***

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| Child’s Name: |  |
| Class: |  |
| First day of absence: |  |
| Last day of absence: |  |
| Total number of days absent from school: |  |
| Reason for absence:(e.g. holiday, funeral etc.) |  |
| If going on holiday, please provide details of where you will be staying including a contact telephone number: |  |

**Declaration by Parent / Guardian / Carer**

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| I request permission for my child names above to be absent from school on the dates specified and for the reasons stated above. |
| **Name:** | **Date:** |

**For office use only:**

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| **Pupil Attendance %** |  |
| **Approved by Headteacher****Yes No** | **If ‘No’ reason for refusal** |
| **Attendance updated on Integris** |  |
| **Headteacher signature and date:** |  |
| **Confirmation sent to parents / carers:** |  |