

STANLEY PRIMARY SCHOOL ABSENCE REQUEST FORM

Child's name :Class:

I am requesting that my child be absent from school

from (day and date)

until (day and date)

a total of working school days.

Reason for absence:

.....

.....

.....

From 1st September, 2013, leave of absence from school can only be awarded in exceptional circumstances and at the discretion of the Headteacher. Family holidays in term time will not be authorised.

The school undertakes a full programme of tuition, including all National Curriculum requirements, on a daily basis. Please note, therefore, that it is not possible for school to provide work or activities that would substitute for time not spent in school lessons.

If your requested absence is authorised, you will receive confirmation from school in writing.

Signed Parent/Guardian: Date

For school use only

AUTHORISED

UNAUTHORISED

Headteacher

Letter sent: Code in register: