

Pupil Absence Request Form

Full name of child(ren):

Address:

Reason for application and dates:

Signature of parent(s)/carer(s):

Date:

Office use only

Date seen by Head Teacher:

Date agreement reached:

Other outcome:

Date outcome advised:

The following points will be considered before leave is authorised:

1. The child's previous attendance history.
2. The age of the chil(ren).
3. The child's stage of education.
4. The time of year (Teacher Assessments or tests).
5. The nature of the trip (an exceptional experience).
6. Whether the parents are restricted in terms of leave from their employer.