



High aspirations - Valuing learning – Achievement for all

Absence in Term Time Request form

Pupil information:

First name: Surname:
Class: Age:

Absence information:

Reason for absence:
.....
.....
.....
.....
.....

Absence from:
Absence to:

The school's attendance policy is on the school website and is available upon request at the school office. Are you aware of this? (Please circle) Yes / No

Having read the school's attendance policy, do you consider this to be 'exceptional circumstances'? (Please circle) Yes /No

Parent Signature:..... Date:



For school use only

Pupil Name: Absence dates:

Authorised / Unauthorised

Principal Signature:.....