



PUPIL ABSENCE REQUEST FORM

Request for leave of absence to be granted by school for my child/children in term time.

Dates of holiday: **1st day of absence** **Last day of absence**.....

Number of school days which will be missed (do not include weekends or school holidays) **Return to school date**

Reason for absence request

Parent's address Telephone number

Name(s) of parent or guardian..... Signed Date

(please print) Signed Date

To be completed by parent			To be completed by the school that the child attends		
Please list the names and schools of all children who require permission for this holiday.			Permission granted?	Authorised by:	
Name of child (please print)	School	Class or Year Group	Yes/No	Name (please print)	Signed and Dated

This form may be photocopied – permission must be obtained individually for each child from his/her school. Please ensure that each school receives the form in advance of the holiday dates.

Parents - please note that holidays taken in term time without prior permission from school may result in legal sanctions for irregular attendance being taken against you. You could be issued with a penalty notice (fixed penalty fine) for each child or prosecuted.