ABSENCE FORM

I wish to seek permission for my child/children.………………………………………………..

To obtain authorised absence from………………………………to………………………………..

The reason for the absence is…………………………………………………………………………….

………………………………………………………………………………………………………………………….

Parent’s Signature………………………………………………………….dated…………………………

(To be kept in Year….......Register)

**To be completed by office and returned to parents**

Re;……………………………………………………………………(Child/ren)……………………(Year)

Dates are from…………………………….………………..to……………………………………………….

 The school’s Governing Body authorise the above request for absence from

 school.

 The school’s Governing Body does not authorise the above request for

 absence.

Signed …………………………………………(Headteacher) Date…………………………….