

Student Absence Request Form

This form should be completed by students requesting time out of school

Name of student:					Date form was completed:			
Form completed by:					Role of person completing form:			
Period of Absence requested:	From:				To:			
	Day	Date	Month	Year	Day	Date	Month	Year

Holiday

<input checked="" type="checkbox"/>	Holiday	<p>It is necessary for the approval of the School Governors to be obtained for a child's absence from school before the holiday commences.</p> <p>The parent or guardian is requested to complete this form and forward it at least two weeks before the proposed period of absence, to the Headteacher</p>
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Other requests

Please tick:	Please give details below.
<input checked="" type="checkbox"/> Appointment	
<input checked="" type="checkbox"/> Study Leave	
<input checked="" type="checkbox"/> Interview / college visit	
<input checked="" type="checkbox"/> Other	

Keyworker informed?

Signature of Head of Upper / Lower school:

Signature of Head of T & L or Head teacher if required
- necessary for Holiday Request

Entered in diary?

Confirmation passed to parent by:

Any other comments