



## REQUEST FOR ABSENCE DURING TERM TIME 2018/19

*It is strongly recommended that parents should not take their children away on holidays during term time, since this inevitably disrupts their children's education.*

CHILD'S/CHILDREN'S NAME(S) \_\_\_\_\_ CLASS(ES) \_\_\_\_\_  
\_\_\_\_\_

I seek permission for my child/children to be absent from school  
from \_\_\_\_\_ until \_\_\_\_\_ inclusive  
making a total of \_\_\_\_\_ school days to be missed (per child)

Reason for absence \_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/carer)

---

### ABSENCE REQUEST—REPLY FORM

Child's(children's) name(s) \_\_\_\_\_ Class(es) \_\_\_\_\_  
\_\_\_\_\_

Leave of absence granted/not granted from \_\_\_\_\_ to \_\_\_\_\_

Reason for non-approval \_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

At St Mary's, everyone is supported, challenged and secure in a caring Christian environment

