



REQUEST FOR ABSENCE DURING TERM TIME 2021/22

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 _____

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