

REQUEST FOR ABSENCE OF SCHOOL STUDENT

Attendance at school is very important for all students.

The Department of Education regulations governing requests for absence is that holidays during term time will not be granted. Other absences will only be granted in exceptional circumstances.

This form should be returned to Helen Morris, the Attendance Officer, Student Centre (email cas-studentabsence@cset.co.uk) in the first instance at least 7 days before the start of the absence. Please return the whole form, do not detach the slip, one form should be completed for each child involved in the requested absence.

Thank you

Yours sincerely

Mrs Jo Cowper
Headteacher

Student's name: Form:

Address:

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I request leave of absence from: To:

Number of days:

Reason: Please give details of your request here. A supplementary letter can be attached:

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Signature of Parent/Carer:

Name of Parent/Carer:

Date:

FOR OFFICIAL SCHOOL USE:

Date form received:

% Attendance:

% Unauthorised:

Leads of Absence this year?: Yes / No

Details:

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Headteacher Approval: Yes / No

Notes:

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