



Absence Request Form

I would like to request a period of absence for:

Name of Child	Class

From (Dates)	To (Inclusive)	Total Number of School Days Missed

Please list any children at secondary school for whom the same absence is being requested.

Name of Child	Name of Secondary School

Please give a reason why the holiday must be taken during term time.

Name of Parent/Carer (Mr/Mrs/Miss/Ms).....

Signed..... Date.....

Please return this form to the school office.

Absence Request Reply Slip

The absence request for

- Meets the criteria set out by Suffolk County Council and has been **authorised**.
- Does not meet the criteria set out by Suffolk County Council and therefore **cannot be authorised**.

Signed..... (Headteacher)

Date.....

An unauthorised absence may result in a penalty notice being issued by Suffolk County Council. More information about this can be found on the Suffolk County Council website www.suffolk.gov.uk. Select the Education and Careers tab, then Pupil Welfare and Support.