



HEATHFIELD SCHOOLS' PARTNERSHIP

SCHOOL ABSENCE REQUEST FORM

This form is to be completed and returned to the school by the parent/guardian at least a week before the period of absence.

You will be asked to come in and discuss this request with the Headteacher or Deputy Headteacher.

Please note that parents do not have a legal right to take their children out of school during term time. Absences including holidays will be unauthorised unless in exceptional circumstances.

Child's name:	Class:
Please give the details of the exceptional circumstance as to why you are requesting to take your child out of school.	
Dates that your child will be absent from school: From:..... To:..... Total number of school days:.....	
Signed:..... Name:..... Relationship to child:..... Contact no:..... Date:.....	

School use only:

RETURN TO PARENT

Child's name:	Class:
Period of absence from: To:	
This absence will be recorded as authorised/unauthorised	
Signed: Headteacher/Deputy Headteacher Date:	