

Absence Request Form

(For leave taken during the school term)

Child's Name	
Class	
Address	
Dates of Leave	From To
If you are taking extended leave please provide an address where you can be reached while away from home	

Declaration by Parent/Guardian/Carer

I request permission for my child, named above to be absent from school on the dates specified, for the following reason:	
Name:	Date:

Office Use

Head's Signature	
Date	

Action	Date
Letter Sent	
SIMS Updated	
Attendance Officer notified if 10 school days plus	