



Absence Request

To the Headteacher

Authorised/Not Authorised

I request a leave of absence for my child

Name -----

Class -----

from -----to -----

(Please give dates of the first and last day of absence)

Reason for absence -----

Signature of Parent/Guardian -----Date -----

This form is to be completed by Parents/Guardians and forwarded to the Headteacher at least two weeks prior to the above dates.

Surrey County Council guidance gives Headteacher's the power to authorise absence only in exceptional circumstances. Examples of exceptional circumstances, quoted by the Department for Education (DfE), are: Service personnel (Armed Forces) and family crisis.

Family holidays taken during term time due to affordability or work restrictions do not meet the DfE criteria for authorisation. Parents cannot demand leave of absence for the purposes of a holiday.

Noted in Register

Reply Slip

To the Parents/Guardians of -----Class-----

Total absences this academic year am/pm

Permission is granted/not granted for the leave of absence you have requested for your child

From ----- To -----

If permission has not been granted, it is for the following reason:

Signed ----- (Headteacher) -----Date