Absence Request Form

Name of Child/ren ……………………………………………………………………………………..

Year Group/s YR Y1 Y2 Y3 Y4 Y5 Y6

I request leave of absence for my child/ren for the period;

From …………………………………………………. To ………………………………………………

Reason ………………………………………………………………………………………………………

Number of school days …………………………………………………………………………………

Parent/ Carer Signature …………………………………………………………………………………

Date of request ……………………………………………………………………………………………

Leave of absence from school may only be granted to a pupil by a person
authorised to do so. (E.g Head teacher)

Leave of absence will not be granted during periods of tests and assessments.

Following the Government’s guidance holidays should not be granted unless
there are extenuating circumstances. If your request does not come within the
agreed guidelines it will be recorded as unauthorised absence, which will be
scrutinised by Cheshire East’s Attendance officer, who may impose fines.

Absence Request Forms should be filled in and passed to the School Office
to be registered, the form will then be passed to the Head Teacher

Permission is granted / not granted for leave of absence as detailed above.

Signed ……………………………………………………. Head Teacher