DUDLEY HOUSE SCHOOL

PUPIL ABSENCE REQUEST FORM

Please complete this form and hand it to the school office or your child's teacher whenever you need to request authorisation for a planned absence during school term time.

Name of Pupil: .....

Date(s) of absence*: .....

*These dates should be inclusive.

Example for listing a regular appointment: "Every Thursday 2 pm for 4 weeks from 5/2/16 to 26/2/16.

If your child is to be collected from school during the school day please tell us who will be collecting them and at what time:

.....

REASON FOR ABSENCE

(Please be specific and please explain why this absence is necessary.)

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Parent/s (please print): .....

Parent Signature: .....

Date of Request: .....

(for office use only)

ABSENCE TO BE MARKED AS: AUTHORISED* UNAUTHORISED*

DECISION MADE BY: .....

**Delete as applicable* DATE: .....

A COPY OF THIS FORM WILL BE RETURNED TO THE PARENT.