



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 5/2/23 to 26/2/23.

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:

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REASON FOR ABSENCE

(Please be specific. In respect of holidays, please explain why it has been necessary for you to arrange the holiday during term time).

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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