



**Norman Street Primary School
Absence request form**

Absence from school during term time is only authorised when there are exceptional circumstances that mean an absence is unavoidable. Please complete the form below and hand it in at the school office.

Name of Pupil: Class: Year:

First day of absence: Date back to school: Number of days

Please explain the exceptional circumstances for requiring absence from school:

Parents Signature:

Office

Date Received:

Previous unauthorised absences:

Attendance Current Year:

Attendance Previous Year:

Headteacher

The request is approved and the absence as set out above is:

Authorised holiday Circumstance Religious Observance

The request is not approved. If the pupil is absent as proposed above, it will be recorded as:

Unauthorised holiday Unauthorised absence

Needs of the child

Signed (Mrs Hodges)

Date code recorded on Scholarpack:

Date letter sent to parents:

Date teacher notified: