

REQUEST FOR ABSENCE DURING TERM TIME



To: Mrs S Raffray, Headteacher, St Augustine's Priory, Hillcrest Road, Ealing, London, W5 2JL

Authorised absence is requested for (name of pupil)

Dates: from until in Form

Reason for seeking absence:

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.....

Signed : Date:
(Parent / Carer)

N.B.

- Absence from school for a family holiday or an extended trip can be authorised only by the school and will be considered **only** in circumstances acceptable to the school.
- Absence not approved by the school, in writing and in advance, will be recorded as "unauthorised".

To: (Parent / Carer)

- Your request is approved and the absence as set out above is duly authorised.
- Your request is not approved; therefore, if the pupil is absent as proposed above, it will be recorded as unauthorised for the following reasons:

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.....

Signed: Date:
(Headteacher)

Copies to

- Senior Form Teacher
- Form Teacher
- Headteacher's PA
- Deputy Head, Seniors