

# William Fletcher Primary School

Where everyone counts

## Request for Absence

Name of Parent.....Class.....

I request authorised absence for .....on the following dates (name of pupil)

.....to.....  
(date) (date)

Please note that the following will not be authorised.

Shopping visit; Birthday outings; Long weekends to visit families; Cheap rate holidays; Absence during school tests/ Assessments; Recreational visits, i.e. fishing/football/cricket matches etc; Absence of more than ten days in one year.

Please give clear and detailed reasons why this absence is requested.

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The Headteacher will consider the following before authorised absence can be given. The pupils attendance; Special needs provision for the pupil; any staff time paid for the pupil; the reasons given for the absence request.

Authorised..... Unauthorised.....

Reason.....

Dear.....

I am able/ unable to authorise the absence you requested for.....

For the following reason/s.....