

Non-Attendance Request Form

Please complete and return this form to Mrs Martell – Attendance Officer

Name of Pupil: _____ Form: _____
Dates: From: _____ To: _____ (inclusive)
Partial Days: Time out: _____ Time back: _____

Reason for Absence:

Family Holiday ☐ Holidays for Year 10 & 11 will not be authorised
Funeral ☐
Medical ☐ Dentist ☐ Doctors ☐ Hospital ☐
Other ☐ Reason: _____

I agree my child will catch up with any work missed.

Signed: _____ Parent/Guardian Date: _____
Signed: _____ Form Teacher Attendance: _____ %
Signed: _____ Head of Year TM: _____
Signed: _____ Headteacher
Authorised: ☐ Unauthorised: ☐

The Headteacher has a right not to grant permission if attendance has been a problem, under 96% or if a total of two weeks has already been taken.

Comments: _____
Email sent home: _____
SIMs updated: _____ By: _____