

**Request for Absence**

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| **Pupil’s Name & Year Group:** | |  |
| **Sibling:** | **Yes/No** | **Name of Sibling(s)** |
| **Date(s) of absence required:** | |  |
| **Reason for Absence:** | |  |
|  | |  |
|  | |  |
| **Parent/Carer’s signature:** | |  |
| **Date:** | |  |

***FOR SCHOOL STAFF TO COMPLETE***

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| **Absence:** | **Authorise/Unauthorised** | | **Attendance %\_\_\_\_\_\_\_\_** |
| **Fixed Penalty Notice Incurred:** | **Yes/No** | **Total absences to date: \_\_\_\_ (sessions) \_\_\_\_(days)** | |
|  | **Total absences for this request\_\_\_\_ (sessions) \_\_\_\_(days)** | | |

**Headteacher’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**