Cardiff High School Cluster

Request for Absence

Pupil's Name & Year Group: ____

Sibling: Yes / No **Name of sibling(s):** ______________________________

____

School attended by sibling: Cardiff High / Lakeside / Rhydypenau /Roath Park / Marlborough

(please circle relevant school)

Date(s) of absence requested: ____

Reason for absence: ____

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Parent / Carer's signature: ______________________ **Date:** ____________

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FOR SCHOOL STAFF TO COMPLETE

Absence: Authorised / Unauthorised

Fixed Penalty Notice incurred: Yes / No **Total absences to date:** ____ (sessions) ____ (days)

Total absences for this request: ____ (sessions) ____ (days)

Headteacher's Signature: ______________________ **Date:** ____________