Moor Hall Primary School

Request for Absence During Term Time

(A copy of the school's policy on pupil absence is available from the school office)

		For Office Use	
Child's Name: …….	Class: ……..	% Absence 2012/2013	% Absence 2013/14 to date
Child's Name: ……	Class: ……		
Child's Name: ……..	Class: ……		

Dates requested from …… to: ……

No. of school days absent …….. for this request

Total no. school days ……. absent in current academic year

*Reason for request for absence during term time (please attach any supporting documents to this request):

***Please note that holiday absence cannot be authorised unless there are exceptional circumstances**

Signed (parent/guardian): …….. Date: …….

Headteacher's Comment (tick as appropriate)

Absence **authorised** by Headteacher		Absence **unauthorised** by Headteacher	
Reason for decision:			

Signed (Headteacher): …… Date: ……

For Office Use

Recorded in absence book	
Recorded on CMIS	
Form returned	
Class teacher informed	