



Family Absence Request

Name of Pupil:	Date of Birth: Class:
Address	
Absence requested from date:	to:
Please detail the exceptional circumstance why you are requesting to take your child out of school. You may be invited into school to discuss your request.	
Name of Parent/ Carer	
Signature:	Date:

Absences which cannot be approved will be marked as unauthorised absences; these may be referred to the Local Authority for consideration of a Penalty Notice or other action.

Friends, Faith and Lifelong Learning