



**REQUEST FOR ABSENCE OF SCHOOL CHILD**

This form requesting leave of absence should be completed by the parent/carer and forwarded to the Headteacher of the school attended by the child, before the period of absence. The school will inform you of their decision within three weeks of the date the request was received by the school office.

The school will only be able to authorise absences in very exceptional circumstances, listed below:

- Service personnel and other employees who are prevented from taking holidays during term-time;
- When a family needs to spend time together to support each other during or after a crisis;
- Parents who are subject to a strict and un-negotiable holiday rota and evidence is provided to this effect.

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To Headteacher of Glemsford Primary Academy

Name of child: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Class: \_\_\_\_\_

I being the parent/carer of the above named child/children request that you consider allowing my child/children to be absent from school for the following reason: -

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.....  
.....  
.....

(Please attach necessary evidence)

Request period of absence from .....

to ..... (Inclusive)

I understand that the school will provide a written response within three weeks of receiving the request. If the absence is taken before the response it could lead to a Penalty Notice Fine.

Please tick

Signature of Parent/Carer .....

Date .....

Date received by the school ..... Initials .....