****PENSHURST CE PRIMARY SCHOOL**

**ABSENCE REQUEST FORM**

**Please submit this form at least two weeks in advance of the first date of the requested absence. Leave of absence will only be granted in exceptional circumstances. The school will not authorise holidays in term time.**

**The School’s full Attendance Policy is available at** [**www.penshurstschool.org.uk**](http://www.penshurstschool.org.uk)**.**

**To be completed by the parent/carer:**

Name of Child(ren): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| First Day of Absence |  |
| Last Day of Absence |  |

|  |
| --- |
| Reason for Absence (or please attach a letter): |

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be completed by the school (and copy retained for records)**

|  |  |
| --- | --- |
| Percentage Attendance in the last year |  |

|  |  |
| --- | --- |
| The above period of absence has been authorised |  |
| The above period of absence has not been authorised |  |

|  |
| --- |
| Notes |

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Headteacher) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_