

OFFICIAL USE ONLY:

Authorised/Unauthorised	
Absence code	
Logged on Arbor	
Copy returned to Parents	
Liable for FPN	



ABSENCE REQUEST FORM (requests for 1 day or less)

Regular and consistent attendance at school is essential. Absence and lateness disrupt a child’s education. The law does not grant parents an automatic right to take their child out of school during term time.

This form must be completed for medical and dental appointments or any other short absence (1 day or part of a day) and submitted for authorisation with as much notice as possible (usually at least 3 days). Where ever possible, appointments should be made outside of school time. Keep the length of absence as short as possible by bringing your child to school before and after the appointment.

WARNING: If your request is refused and the child is still taken out of school, this will be an **unauthorised absence**.

I/We request absence be authorised for

Child’s name Class

Date of absence Time of absence: from to

REASON FOR ABSENCE:

.....

EVIDENCE PROVIDED: Copy of appointment letter/Copy of appointment text/Other:

Signature of Parent/CarerDate

REPLY SLIP - LEAVE OF ABSENCE DURING TERM TIME

Child’s name Class

On (date) from (time) to (time)

Current Attendance:
Unauthorised absence:

AUTHORISED

Currently UNAUTHORISED – no evidence provided (this can be **authorised** if evidence is provided with 5 days)

UNAUTHORISED - Request not authorised for the following reason:

SIGNED Date