



Normanhurst School

Application Form Authorised Absence from School

This form should be completed by a parent/guardian and returned to the school in advance of the period of absence for which permission is being sought.

Under educational law, you are required to ensure that your child attends school regularly. Parents may request absence for pupils from school due to a family holiday but it is for schools to determine whether or not they agree to this leave during term time. Schools may authorise absence for this purpose if it is considered strictly necessary.

Before completing this application form, please consider very seriously how this absence will affect your child's education – for example, the effect on his/her progress and continuity of education and the overall attendance pattern of the pupil.

Pupil's Name		Pupil's Form	
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PARENT/GUARDIAN - Please complete the details below			
I request permission for my son/daughter to be absent from school for the period	From		To
Total number of days requested			
Reason for Absence			
He/She will return to school on			
Signature of Parent/Guardian		Date	

TEACHER/HEADMISTRESS - Please complete the details below			
Class Teacher's Comments			
Request granted by Headmistress	Yes		No
Signature of Headmistress		Date	

Parents and pupils should recognise the importance of completing work missed as a result of this period of absence