



**REQUEST FOR ABSENCE DURING TERM TIME**

To: The Headteacher of Heathfield Primary School

Please authorise absence for:.....

Class.....and..... Class.....

Also:..... Class.....

**To be absent from school:-**

From:.....To.....

Name of Parent/Guardian.....

Address.....

**EXCEPTIONAL CIRCUMSTANCE LEADING TO YOUR REQUEST**

.....  
.....

I understand that the school is not obliged to grant this request.

Signature of Parent/Guardian:.....

**OFFICE TO COMPLETE:**

Absence Authorised/Not authorised:.....

Reason:.....

RETURN TO PARENT / GUARDIAN	
Pupil Name:_____	Class:_____
Absence Authorised/Not Authorised	From:_____To:_____
Reason for not authorising holiday:_____	
_____	
Signed:_____	Date:_____
(Headteacher)	