



# FOREST LODGE PRIMARY SCHOOL

## AUTHORISED ABSENCE REQUEST FORM HOLIDAYS CANNOT BE AUTHORISED (see note below)

To be returned to the Head Teacher, BEFORE the dates requested  
Please complete a separate form for each child  
And enter details on both sections of this form where indicated\*

### The top section will then be returned to Parent/Carer

I wish to take my child\* ..... Class\* .....  
out of school from\* ..... to ..... Total school days\* .....  
Reason\* .....  
Signed ..... Parent/Carer

**Please note** that authorisation for absences other than medical can only be given  
by the Head Teacher and only in exceptional circumstances.  
(Any absences requested for Yr6 and Yr2 during SATs will be unauthorised)

### HEAD TEACHER'S AUTHORISATION

No. of days AUTHORISED	No. of days UNAUTHORISED
Signed ..... Head Teacher	

✂-----

### Register ⇨ to File

Child's Name\* ..... Class\* .....  
Dates from\* ..... to .....  
Reason\* .....

### OFFICE USE ONLY - Acknowledgement of dates as authorised by Head Teacher

% in preceding year	No. of days requested	Authorised	Unauthorised