



Dean Valley Community Primary School



Absence request form

Dear Mrs McPherson

I would like to request that my child(ren) _____

in Year(s) _____ is/are given permission to be absent from school from:

_____ until _____

therefore they will be absent for a total of _____ school days.

Please provide as much information as possible for the reason for this request:

Please provide names of siblings who attend another school (e.g. secondary school), who will also be absent. The other school will be contacted for safeguarding purposes and to ensure a consistent decision regarding the absence is made for all children within the family:

Name(s) of other children:

School attended by other children:

I understand that requests can only be granted in exceptional circumstances due to the changes in the law from September 2013.

Signed _____ Date _____

Relationship to child: _____

Please return form to Headteacher once completed.