Request for Absence during Term

To the Headteacher:

Name of Child: _____ **Class:** _____

Dates of Holiday   From _____
(inclusive)   To _____

**Date of Return to
School:** _____

Reasons for Absence: _____
_____
_____
_____

Authority given: _____ (Headteacher)

Reminder:
Parents are not encouraged to take children out of school in term time