



LITTLE HOUGHTON CE PRIMARY SCHOOL

Request for absence form

Pupil(s) name and year group:	
Dates of absence requested:	
Reason for absence:	
Parent/ Carer signature:	Date:

For office use only:

Total absence for this request: (sessions) (days)

Total absences prior to this request for:

Holiday: (sessions) (days)

Illness: (sessions) (days)

Other reasons: (sessions) (days)

Absence: Authorised / Unauthorised (delete as appropriate)

Headteacher's signature: Date:

Unauthorised Letter sent: Date:

Authorised Letter sent: Date:

Absence reported to LA: Date:

Fine issued: Yes / No (delete as appropriate)