**Pupil Absence request Form**

**To be completed by Parent/Carer and returned to the Head Teacher**

|  |  |
| --- | --- |
| **Pupil’s Name** |  |
| **First day of absence** |  | **Last day of absence** |  |
| **Total number of school days absence** |  | **Class** |  |
| **Reason for absence (Please give as much detail as possible)** |

**Signature of parent/carer: Date:**

**To be completed by Inclusion Officer or Administrator only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Attendance last academic year** |  | **Attendance this academic year** |  |
| **Reason for previous absence** |  |
| **Comment from Inclusion officer if aplicable** |  |
| **Comments from Head Teacher if applicable** |  |
| **Authorised (Delete as appropriate)** | **Yes** |  | **No** |
| **Fine to be processed (delete as appropriate)** | **Yes** |  | **No** |

**Signature of the Head Teacher: Date:**