



Request for Absence

School policy discourages children from missing school. However, we do understand that there may be the odd 'one off' occasion when this may occur due to special occasions/events such as weddings, bereavements etc.

You'll understand that family holidays do not fall under this description. All such requests should be made by completing and returning/emailing this form, to the Head of the Junior School (gillian.anklesaria@freemens.org) at least two weeks in advance of the proposed date of absence.

Term dates are published well in advance on the school website and in the termly calendar and should be strictly adhered to.

Name of Pupil/s:		
Class:		
Please give full details for the request for absence from School:		
Date of first day of proposed absence:		
Date of proposed return to School:		
Total days of proposed absence:		
<i>For office use:</i>		
Absence authorised by Head of Junior School:	YES	NO

Signed:.....Parent/Guardian Date:.....

Name of Parent/Guardian (block capitals):.....