Shenington Church of England Primary School

Excellence through Endeavour

Request for Absence (Non-holiday requests)

I request that an absence be granted to:

Pupils Name ……..

Class ……

Date of absence from ……/……/……

Time of absence from ……..

Date of absence to ……/……/……..

Time of absence to ……

The absence is required for the following purpose which could not be arranged out of school hours:

Attendance Code (office use)	Reason	Please Tick
M	Medical/dental appointment	
P	Approved sporting activity	
V	Educational visit or trip	
R	Religious observance	
J	Interview	
C	Other authorised circumstance	

Signed ……

Surname (please print clearly)……. ……..

Date ……..

Office use:

Authorised Yes/No

Class Register annotated (date) ……/……../……

Parent advised (date)……/……/……

Head Teacher: Miss Sarah Reynolds