**PLANNED PUPIL ABSENCE REQUEST FORM**

Date of request:

Child’s name: Child’s Teacher:

First date of absence: Last date of absence:

Total school days absence:

*Current Attendance % (For school use only)*

***Please try to make all appointments out of school hours.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Reason for absence:** | **Tick** | **Code:** | Please give details of your request for absence.  If a parent/carer’s employer determines holiday patterns, **please provide written confirmation from employer with a contact name and number.** |
| Religious Observance |  | **R** |  |
| Hospital Appointment |  | **M/O** |
| Doctor’s Appointment |  | **M/O** |
| Dental Appointment |  | **M/O** |
| Holiday |  | **F/H/G** |
| Other (authorised) |  | **C** |
| Other (unauthorized) |  | **O** |

Parent/Carer  
Sign: Contact Number:

*School policies can be found on our website – www.bewseylodge.co.uk*

***Office use only:*** This absence will be marked as authorised/unauthorised Code given:

Headteacher

Signed: Date:

CC: Parent/Carer

CC: Attendance Manager  
CC: School File