

Holy Trinity CE Junior School Absence request form- Sept 2025

This form should be used to request a pupil's absence during term time

For your child to gain the full benefit from their education, for their learning, well-being and wider development, they need to attend on time, every day possible.

Holiday requests during term time will be regarded as unauthorised (unless exceptional circumstance agreed by the headteacher.)

Please note: If national threshold for a Penalty Notice has been met, you will be referred to the Local Authority. (Please see our attendance policy on the website)

Name of child _____ Class _____

I would like to request leave from school for my child for the following reason:

Please ensure proof of appointments or events are attached

The dates are from _____ to _____

Signed _____ Date _____

Print name _____

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Dear

I have received your request for absence leave during term time.

Name of child _____ Class _____

The following dates are authorised: From _____ to _____

The following dates are unauthorised: From _____ to _____

Signed _____ Date _____