

## Bootham Junior School Pupil Absence Request Form

Family holidays and special events should be arranged to take place out of term time and absence for these will not usually be authorised other than in exceptional circumstances. To request an absence for your child during term time that is not for a medical appointment or illness please complete and return this form to the school office. The Head teacher will consider your request and authorise the absence if it is appropriate, you will receive a copy of this form with the Head Teacher's decision indicated below.

Please note that teachers are not able to provide school work when a child is absent.

Please indicate which children will be absent:

Pupil's Full Name

Year Group

Pupil's Full Name

Year Group

Pupil's Full Name

Year Group

Please let us know the reason for this absence request:

Reason for Absence

Please indicate the dates of the requested absence:

First Day of Absence (DD/MM/YYYY)

Total Number of Days Absent

Collection Time (If leaving part way through a day)

Last Day of Absence (DD/MM/YYYY)

If the days of the absence or collection times are not the same for each child (for example due to a residential) please indicate the different times and dates:

Parent/Guardian's Full Name

Date

To be Completed by School:

I consider the circumstances of this absence to be reasonable and on this occasion I am happy to authorise the absence as stated above.

This will be an unauthorised absence.

Completed By:

Date