AVALON SCHOOL
Pupil Absence Request Form
(including holidays)

PUPIL DETAILS	
Name:	
Class:	
Date of Birth:	
Address:	

ABSENCE REQUEST DETAILS	
Start date of requested absence:	
End date of requested absence:	
Return to school date:	
Reason for absence request:	
Name of Parent/Carer:	
Signed:	
Date:	

FOR SCHOOL USE ONLY	
Comment by Headteacher:	
Headteacher Signed:	
Date:	

HOLIDAYS DURING TERM-TIME ARE NOT AUTHORISED