

To The Headteacher of Brunel School. I wish to apply to have an absence authorised for:

Child's Name:	Year:
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Do you have another child who attends a different school that will also be absent?

If so then please state the child's name and school: _____

Date of Absence from:	Date to: (inclusive)
Name & Address of Parent/carer:	
Please fully explain the exceptional circumstances that you would like the school to consider & location. This section <u>MUST</u> be completed. Please continue on a separate sheet if needed	
Signature of Parent/carer: Date:	

Office use only Date form received:	No. of school days:	Authorised: Y / N Unauthorised: Y / N	Code in SIMS:	Headteacher signed?
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[This section to be returned to Parent/carer:]

Please note that even if this absence request is authorised you may still receive a letter of concern from either the school or the Local Authority if your child's attendance drops below a level acceptable.

Child's Name:	Year:
<input type="checkbox"/> Absence Authorised From:	To: <i>(inclusive)</i>
<input type="checkbox"/> Absence Unauthorised: Current attendance %:	Date:
Signed:	Date: