



"A Local School with a Global Perspective"

Shaftesbury Park Primary School

Headteacher: Mrs Bunmi Richards

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Request for absence/holiday during term time

Name of child: _____ Class: _____

Dates absent: _____ to _____

Total number of days away from school: _____

Reason for absence/holiday during term time: _____

Destination of holiday (if applicable): _____

Signed: _____

Administration staff to indicate the following:

Absence/holiday dates are authorised/unauthorised

Child's current attendance: _____ %

Dear parent of _____,

I give/do not give permission for your child/ren to be absent from school from _____ to _____ as requested.

If permission is not given, this is because _____

If you take your child away on/during these dates the absence will be classed as unauthorised and you may be subject to a fine from the borough's Education Welfare Officer.

Signed: _____

Position: _____



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