



Howardian Primary School

Request for Absence

Pupil's Name & Year Group: _____

Date(s) of absence requested: _____

Reason for absence: _____

Parent / Carer's signature: _____ **Date:** _____

For Office Use only: Absence: Authorised / Unauthorised

FOR SCHOOL STAFF TO COMPLETE

Absence: Authorised / Unauthorised

Total absences to date: ____ (sessions) ____ (days)

Total absences for this request: ____ (sessions) ____ (days)

Headteacher's Signature: _____ **Date:** _____