



St Michael's Prep School

Pupil Absence Request Form

It is anticipated that every child will be present for the whole of every school day throughout the year, and for any planned out-of-school activity. Parents are responsible for ensuring that their child attends school, and it is important that children are in school on time and ready for school. It is a legal requirement for schools to track and report attendance and follow up absences.

Every absence request must be approved by the Headteacher. This includes absences for part of the day, or needing to collect your child early from school. Holidays are long, the dates are circulated well in advance, and it is unhelpful for both teacher and child if time is taken during the term for holidays. Permission for absence during term time for any reason other than those listed below must be requested by email/letter to the Headteacher. Time taken for holidays in term time without prior agreement will be recorded as unauthorised absence.

Pupil's name: _____ Form: _____

Date(s) of requested absence _____

Reason for absence (please tick and specify details):

Medical appointment _____

Religious holiday/observance _____

Senior school visit/exam _____

Passport/visa application _____

Family Reason _____

Additional information: _____

Contact number: _____

Parent's Name: _____

Parent's signature: _____ Date: _____

For Office use only:

Approval signature: _____ Date: _____

Comments: _____

Entered in SIMS Date _____ Initials _____