



**Respite Request/Authorised Absence Form**

This form has been designed to enable parents/carers to request absence for purposes other than for "Holidays in term time". It will be used to enable the school to have the clearest record of absences, for which is accountable.

To the Headteacher

I wish to apply for authorised absence of my child:

..... Class .....

Date from..... to ..... inclusive

Venue .....

Purpose of Absence

.....  
.....  
.....  
.....  
.....  
.....  
.....

Signature of Parent/Guardian

.....

The absence has/ has not been authorised by the Headteacher

..... Headteacher's signature

Please note this form is for authorised absences not holidays during term time.

Child's Name: ..... Date: .....

The absence has/ has not been authorised by the Headteacher

..... Headteacher's signature