



Sacred Heart High School

Request for special absence during term time. Please submit all requests for special absence to the school office at least ten days beforehand.

For School Use Only	Date request received / /
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Name of Pupil	Form Group	Name of Parent/Carer
Address/Contact Details		Dates of Requested Absence From: To:

Please outline your reasons for requesting special absence during term time.		
Signed by Parent/Carer	Print Name	Date
Current Attendance %	Authorised Yes/No	Letter sent to parent/carers Date:

Reason for school not authorising special absence.		
Signed		Date