



REQUEST FOR SPECIAL ABSENCE DURING TERM TIME

Please submit all requests for special absence to the Attendance Officer Mrs D Cahill at least 10 days beforehand. Mrs Cahill will liaise with the headteacher as appropriate.

Forms can be submitted by email to absent@sacredh.lbhf.sch.uk or by hand to the school office

For school use only	Date request received:
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Name of Student	Form Group	Name of parent/carer
Address/Contact details		Dates of Requested Absence From: To:

Please outline your reasons for requesting special absence in term time.		
Signed by parent/carer	Print name	Date

For school use:

Current Attendance: %	Authorised YES/NO	Letter sent to parent Date:
Reason for not authorising special absence.		
Signed:		Date: