



**Prince of Wales Primary School**  
**ABSENCE REQUEST FORM**

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

**Absence Details:**

**Requested Dates of Absence:**

**From:** \_\_\_\_\_

**To:** \_\_\_\_\_

Please provide a detailed explanation of the exceptional circumstances below. If more space is needed, continue on a separate sheet. **This section must be completed. The Head Teacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#).**

**Parent/Carer Details:**

- **Signature:** \_\_\_\_\_
- **Print Name:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

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**Important Notice:** Please complete this form and return it to the school office. You are advised not to make any arrangements until your request has been considered by the school.

**SCHOOL USE ONLY**

Authorised / Unauthorised (delete as applicable)	Reason:
Previous Year Attendance	Percentage:
Current Year Attendance	Percentage:
Signed (Head Teacher):	
Date:	