

OFFICIAL USE ONLY:

Authorised/Unauthorised	
Absence code	
Logged on Arbor	
Copy returned to Parents	

**ABSENCE REQUEST FORM (requests for 1 day or less)**

Please complete this form for medical and dental appointments or any other short absence (1 day or part of a day) and submit for authorisation with as much notice as possible (usually at least 3 days). Where possible, appointments should be made outside of school time. Keep the length of absence as short as possible by bringing your child to school before and after the appointment.

If your request is refused and the child is still taken out of school, this will be an **unauthorised absence**.

I/We request absence be authorised for

Child's name Class

Date of absence Time of absence: from to

REASON FOR ABSENCE:

.....

EVIDENCE PROVIDED: Copy of appointment letter/Copy of appointment text/Other:

Signature of Parent/Carer Date

REPLY SLIP - LEAVE OF ABSENCE DURING TERM TIME

Child's name Class

On (date) from (time) to (time)

Current Attendance:% Unauthorised Absence:%

☐ **AUTHORISED**

☐ **Currently UNAUTHORISED** – no evidence provided (this can be **authorised** if evidence is provided with 5 days)

☐ **UNAUTHORISED** - Request not authorised for the following reason:

SIGNED Date