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**REQUEST FOR ABSENCE IN TERM TIME**

**Please note that leave of absence for a child can *only* be authorised by the Headteacher, and only in exceptional circumstances.**

Name of Child/ren Class/s

Please Give Details Below including the reason for your request and why you believe these are exceptional circumstances.

 Dates of requested absence: From To

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian Date \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reply Slip**

Authorised for Ropsley School: Yes/No

Reason if refused:

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_( Headteacher) Date\_\_\_\_\_\_\_\_\_\_\_