



eastbury  
primary  
school

## Absence Request Form



eastbury  
primary  
school

Name of Pupil(s):	
Absence Date(s): (From –	
To):	
Total days missed:	

When did you plan this absence? (please provide travel booking details)
Why is this absence unavoidable? (Provide supporting evidence such as medical appointment/death certificate etc)
Could this absence have been taken during school holidays? (Provide evidence to support why not)
When will your child be back in school?

Form completed by (Print Name): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

-----

--- Response from school

Absence Authorised?

Yes No

Absence referred to LBBD for fine?

Yes No

Signed:

Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_