



eastbury
primary
school

Absence Request Form



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school

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

When did you plan this absence?

(please provide travel booking details)

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Why is this absence unavoidable?

(Provide supporting evidence such as medical appointment/death certificate etc)

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Could this absence have been taken during school holidays?

(Provide evidence to support why not)

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When will your child be back in school?

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Form completed by (Print Name): _____ Date: _____

Signature: _____ Relationship to child: _____

✂ _____

Response from school

Absence Authorised?

Yes No

Absence referred to LBBB for fine?

Yes No

Signed: _____

Date: _____
