



Valley Gardens Middle School

Request for authorisation/occasional absence for children.

Name(s) of child(ren)	Form
	Form
	Form

I/we request permission for the above named child(ren) to be absent from school on the following dates for the reason specified below.

Holiday (Please give further details)	
Sporting Activity/Competition (Please give further details)	
Educational Visit (Please give further details)	
Other (Please give further details)	

Dates:	From:	To:	= days:
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I/we understand that my child(ren) will be expected to catch up on all work missed.

Signature of parent/carer:	
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Please Note:

Amendments to the 2006 regulations remove references to family holidays and extended leave and the Headteacher may not grant any leave of absence during term time unless there are 'exceptional circumstances'.

Please Note:

Your child has been allocated days.

Authorised: YES/NO Headteacher

