



## Tall Oaks Academy Trust

### Request for Absence During Term Time

*If you wish to remove your child from school during term time, please provide details below as to why the absence should be authorised.*

Address of Parent/Carer requesting absence: .....

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Name of Child(ren): .....

Class: .....

Date requested from: ..... To: ..... Total days: .....

*Please explain clearly below the reason for the absence requested. You should provide as much information as possible.*

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Signed ..... Date .....

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For office use only

Authorised ☐

Unauthorised ☐

Signed (Head of School): ..... Date request received: .....

Notes: .....

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