



## SHERINGDALE

GROWING DREAMS

### Request for Absence in School Time

Pupils are **only** in school for 190 days each year.  
There are 176 other days for holidays and other activities.

#### Guidance:

- Absence will not be authorised unless the school considers the circumstances to be exceptional.
- Holiday absence cannot be authorised by school.

#### Parent/Guardian to complete this section:

Name of child:

Class:

Date requested:

Number of **school** days requested:

**Please attach a letter or send an email with this form explaining your reason for the request and copies of any supporting documents.**

Signed:

Dated:

#### School Office to complete this section:

Previous Attendance:

Current Attendance:

Your request is **approved**; your request is **not approved**

Reason if **not** approved:

Signed:

Dated: