



St Martha's

ABSENCE REQUEST FORM

Form to be returned to Reception when completed.

PUPIL'S NAME: FORM:

I request permission for my daughter/s to be absent from school

From: To:

Reason for absence:

.....
.....

Signed: (Parent)

✂ _____

ABSENCE REQUEST REPLY SLIP

Dear:

It will be in order for your daughter to be absent as requested.

Pupil's Name:

Dates of absence:

Absence Authorised: Head of Sixth Form

Absence Authorised: Headteacher