



☎ 01579 370435

✉ secretary@trekenner.net

🌐 <https://www.trekennercpschool.uk/web>



PUPIL ABSENCE REQUEST FORM 2025

Dear Parent/Carer.

Please use this form to request authorisation for planned term-time absences for pupils.

The Department for Education makes it clear that schools may not grant any leave of absence for pupils of compulsory school age unless there are exceptional circumstances. Your request will therefore need to include evidence demonstrating that this is the case.

Please note that family holidays will not normally be approved. Term-time holidays will therefore usually be recorded as unauthorised and families may be subject to a fine.

Requests should be made as far in advance as possible to allow sufficient time for the school to consider the case in full and request further information if required.

We would strongly urge families not to make any arrangements or commitments until they receive confirmation that an absence request has been approved.

PART A

Parent/Carer Request

Pupil name

Class/Year Group

Dates of proposed absence

Number of school days missed

Reason for proposed absence, including exceptional circumstances. Please provide supporting evidence, if available.

(Continue on a separate page and attach, if required.)

Name of applicant
This should be a parent/carers with parental responsibility

Signature

I confirm that the information and reasons provided on this form are accurate.



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PART B

School Response (This section will be completed by the school.)

Date of decision

Decision

- ☐ Request approved for dates requested
- ☐ Request approved for different dates (as detailed below)
- ☐ Additional evidence/information requested (see below)
- ☐ Request declined as reasons not deemed to be exceptional circumstances
- ☐ Other (see below)

Additional comments by school (if required)