

The Holme Church of England Primary School

A Good Shepherd Trust Academy



THE GOOD  
SHEPHERD TRUST  
Diocese of Guildford  
TRANSFORMING SCHOOLS  
TRANSFORMING LIVES



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## **ABSENCE REQUEST**

This absence form is to be completed by a parent/carers and handed to the office staff **two weeks before** the leave of absence is required. Parents are advised well in advance of school term and holiday dates and are expected to book their family holidays during the school holidays. Whilst all requests for leave will be treated sympathetically, the Headteacher abides by Hampshire County Council guidelines with regard to leave of absence. This will only be authorised in exceptional circumstances by the Headteacher.

***Please be aware that absences from school are disruptive and detrimental to your child's learning and education.***

I request a leave of absence for the following child/children

Name of child/ren:

Class/es:

To be absent from school (give dates of first and last day of absence)

From:

To:

Reason for absence:

Signed by Parent/Guardian:

Dated:

### **Office to complete**

Overall Attendance:

Current Record of Sickness: am/pm  
sessions:

Other Absences: am/pm sessions:

### **Office to complete this section and return to the Parent/Carer**

**Dates of Absence – From:**

**To:**

To the Parents/Carers of:

Class:

☐ Permission is not granted for the leave of absence you have requested for your child.

☐ Permission is granted for the leave of absence you have requested for you child.

**(only in exceptional circumstances)**

*Whilst your child is on holiday please help your child to prepare a holiday diary to show the rest of the class on return.*

Signed by Mrs Sarah Stevenson:

**Headteacher**

Dated: