



Fir Tree Junior School

ABSENCE REQUEST FORM

Please print, complete and return to the school office:

Name of child

Class

Parents name

First day of absence

Last day of absence

Number of days
requested

Reason for absence

If the absence is for a medical appointment or exam, please enter the
collection and return time for your child:

Collection: am/pm

Return: am/pm

Signed Date

For office use only:

Authorised

Unauthorised

Child's current attendance

Notes

Signed Headteacher

Date