



**COOMBE
WOOD
SCHOOL**

REQUEST FOR ABSENCE DURING TERM-TIME

Name of student:

Form of student:

Period of absence:

From: to.....

Reason for absence:

.....
.....

Signed..... Date
(Parent/Carer)

Holidays and casual absences will be recorded as 'unauthorised absence' as we do not allow holidays during term time. Parents/Carers should be aware that such absences may be detrimental to a student's education, and staff cannot be expected to undertake work to compensate for what has been missed.

.....

TO BE RETURNED TO PARENT/CARER

Permission has/has not been granted for:

For absence during the period from..... to

Their absence will be recorded as authorised/unauthorised.

Signed Date

Mr B Laker, Headteacher
enquiries@cws-croydon.co.uk