

**VICTORIA LANE ACADEMY**  
**Absence Request Form (including holidays)**

STUDENT DETAILS	
Name	
Class	
Date of Birth	
Address	

ABSENCE REQUEST DETAILS	
Start date of requested absence	
End date of requested absence	
Return to school date	
Reason for absence request	
Name of parent/carer (Print)	
Signature	
Date	

FOR SCHOOL USE ONLY		
Current attendance % (in current year)		
Previous leave this academic year		
Does the requested time coincide with SATs/other examination periods		
Any mitigating/aggravating circumstances which indicate an absence should be authorised/not authorised?		
Given the information above and reason for request, is the absence authorised/not authorised?	Yes	No
Signature of Head Teacher		
Comment by Head Teacher		
Attendance Code to be used for this absence H – Authorised Holiday    G – Unauthorised Holiday    C – Other Authorised Circumstances		
Copy in Absence/Holiday File	Letter to parent /carer with decision	