



Ridgeway Farm CE Academy Absence Request Form

Name of Child:	
Date of Birth:	
Class:	
Date of first day of absence:	
Date of return to school:	
Number of days child will be absent:	
Known siblings and school(s) attending:	
Please explain the exceptional circumstances which have led to you applying for a leave of absence for your child. (Attach supporting information / continue on an additional page if required.)	
Signed:	Date:
Name:	Relationship to child:

For school use

Name of Child:			
Class:			
Attendance %:			
Total sessions pupil absent this academic year:			
Total unauthorised absence this year:			
	Absence Authorised / Unauthorised*		
Date			
Signed			