



## Request for Absence from School

Name of student: \_\_\_\_\_ Form: \_\_\_\_\_

I, the parent/guardian of the above student, request leave of absence from school for a period of \_\_\_\_\_ days between \_\_\_\_\_ to \_\_\_\_\_

*Due to the impact of Covid-19, we now require further information on your holiday destination to ensure all students adhere to the most up to date Welsh Government travel guidance and quarantine measures:*

Reason for request: \_\_\_\_\_

Destination: \_\_\_\_\_

Current quarantine measure (if any): \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Carer

***\*Please return this form to Miss Edwards, Attendance Officer\****

Dear Parent/Carer

### Request for Absence from School

- The Headteacher is willing to agree to your child's leave of absence as requested above.
- The Headteacher is unwilling to agree to your child's leave of absence as requested above.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Attendance Officer

***All students returning from holiday must contact Miss Edwards, Attendance Officer, on 01633 654111 to gain authorisation to return to school.***