



Request for Absence for Holidays/Travel in Term Time

To: Mr G Entwisle, Headmaster, Durston House School, 12 Castlebar Rd, Ealing, London. W5 2DR

Authorised absence is requested for (Name of pupil)

Dates: from to Form.....

Reason for seeking absence:

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Signed: Date:
(Parent/Guardian)

N.B. Absence from school for a family holiday or an extended trip abroad can be authorised **only** by the school.

Absence for a holiday of more than two weeks will not be granted, unless there are **exceptional** circumstances acceptable to the school.

Absence not approved by the school in writing and in advance will be recorded as “unauthorised”.

To: (Parent/Guardian)

- Your request is approved and the absence as set out above is duly authorised.
- Your request is not approved; therefore, if the pupil is absent as proposed above, it will be recorded as unauthorised for the following reasons:

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Signed: Date:
(Head Teacher)