



WIDFORD LODGE PREPARATORY SCHOOL

REQUEST FOR PUPIL ABSENCE AUTHORISATION FORM

Name of Child		Class:	
First Date & Time of Absence			
Expected Date & Time of Return			
Reason for Request	Brief Details		
Medical (Dentist/Hospital etc)			
Religious Observance			
Examinations			
Visiting new school			
Approved sporting activity			
**Compassionate			
Holiday			
Other			
Your Name			
Your Email Address			
Contact Telephone Number			
Date of Application			

\*\* You may wish to have a brief discussion with the Headteacher if more appropriate

Office Use Only			
Absence Authorised?	Yes	No	Comments/ Notes:
Date:			
Signature:			
Diary Checked:			Timetabled lesson/ activity at time of pick up (If applicable)
Added to SIMS diary:			
Emailed Parents & Form Teacher:			Timetabled lesson/ activity at time of drop off (If applicable)
		Initials:	
		Date:	