

Absence From School – Permission Slip

Please complete the TOP HALF of this slip and return the whole slip to Your Child’s Form Tutor

If the absence is to last a week or longer, half a term’s notice should be given whereas for a few days, a week’s notice would be appreciated.

NAME OF CHILD:

CLASS:

FIRST DAY OF ABSENCE:

LAST DAY OF ABSENCE:

REASON FOR ABSENCE:

.....

.....

SIGNATURE OF PARENT:.....

This portion of the slip will be returned to you via your child within the next week.

I give / refuse permission for:

To be absent from school on:

.....

Reason for refusal (if applicable)

.....

.....

.....

Signature of Headmaster:

BARFIELD SCHOOL – Authorised Pass

Name of Pupil Date

Reason for Absence

Signed

Headmaster

Possession of this slip will avoid embarrassment should you be challenged by School Truancy Officer