



Fordbridge Community Primary School

Crabtree Drive, Chelmsley Wood

Birmingham B37 5BU

Telephone: 0121 779 8040

E-mail: office@fordbridge.solihull.sch.uk

Website: www.fordbridge.solihull.sch.uk

Headteacher: Mrs H Simcox

Absence Request Form

Form to be returned to the school office with a minimum of two weeks' notice

Please note that there is no automatic right for pupils to be granted authorised leave of absence and requests will only be considered where there are exceptional circumstances

Name of Pupil	Class
Date of birth	
Please detail below the exceptional circumstance why you are requesting to take your child out of school. You may be invited into school to discuss your request. (please attach your supporting evidence)	
.....	
.....	
.....	
Address	
.....	
Leave of absence from date to date.....	
Number of school days that your child will be absent from school	
Signature Date	
Name of Parent/Carer	

Leave of absence which has not been agreed will be marked as unauthorised. These may be referred to the Education Welfare Officer for consideration which could result in a Penalty Notice.

For School Use:

Previous requests for leave of absence (Yes / No)	Attendance %
Evidence provided for exceptional circumstance (Yes / No)	
Arrange to meet with Parent/Carer (Yes / No)	Date & Time
Authorised ☐ Unauthorised ☐	Signed.....





Fordbridge Community Primary School

Crabtree Drive, Chelmsley Wood
Birmingham B37 5BU

Telephone: 0121 779 8040

E-mail: office@fordbridge.solihull.sch.uk

Website: www.fordbridge.solihull.sch.uk

Headteacher: Mrs H Simcox

