

Seaburn Dene

Primary School

HEADTEACHER (ACTING) : MR HOWE

TORVER CRES.
SEABURN DENE
SUNDERLAND
TYNE AND WEAR
SR6 8LG

TEL (0191) 563 4100
admin@seaburndeneprimary.co.uk
<http://seaburndene.sunderlandschools.org>

AUTHORISED ABSENCE REQUEST FORM

(Designed by Monkwearmouth Cluster Schools)

Please note that due to DFE Regulations no school is allowed to authorise any holidays except in the most exceptional of circumstances.

Name of Pupil: _____ **Year Group:** _____

Dates requested: _____

Reason for Request: _____

Signed: _____ (Parent/Carer) **Date:** _____

For Office Use Only:

Attendance this Academic Year: _____%

Number of Late Marks _____

DECISION: Authorised / Rejected

Reasons given

Signed: _____

