

**REQUEST FOR ABSENCE
DURING TERM TIME**



ROSE HILL SCHOOL
Coniston Avenue, Tunbridge Wells, Kent TN4 9SY
Tel: 01892 525591 Fax: 01892 533312
e-mail: admissions@rosehillschool.co.uk
www.rosehillschool.co.uk

- Whenever possible, holidays should be taken during school holidays and avoiding times when children are taking exams or tests.
- The duration of the absence and the date of return should be agreed by the school before making any arrangements.
- Absences interrupt the learning process and, therefore, should be kept to a minimum.
- If total absence exceeds 10 days during the academic year (within term times), this must be considered as unauthorised absence.

Child's Name:		Form:
First date of absence:	Last date of absence:	Total number of days:
Reason for absence:		
Signature of parent/guardian:		Date:

Please return form to: **Ann Green, Headmaster's Secretary, Rose Hill School,
Coniston Avenue, Tunbridge Wells, Kent, TN4 9SG**
(This portion to be retained by the School)

✂ _____

ACKNOWLEDGEMENT FROM THE HEAD:

Thank you for your request for absence and, under the circumstances, I confirm AUTHORISED ABSENCE for:

Name of child/children _____ Class: _____

Absence from School approved from _____ to: _____

I will inform his/her/their teacher(s) accordingly.

Signed: _____ (Head) Date: _____

(This portion to be returned to parent)