



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

REQUEST FOR ABSENCE

DURING TERM TIME

- ❖ *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 (or by email): Ann Green, Head's Secretary, Rose Hill School,
Coniston Avenue, Tunbridge Wells, Kent, TN4 9SG
Ann.green@rosehillschool.co.uk

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To be completed by office staff

SIGNATURE FOR AUTHORISATION:

Name of child/children:

Class:

Absence from School approved from/to:

Signed

(Head)

Date: