



# ROSE HILL SCHOOL

Coniston Avenue, Tunbridge Wells, Kent TN4 9SY

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[www.rosehillschool.co.uk](http://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.*

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

**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](mailto: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: