



**YSGOL DERWEN**  
**DERWEN FOUNDATION SCHOOL**

**APPLICATION FOR PUPIL ABSENCE FOR ANY CIRCUMSTANCE**

Name of Pupil		
Class/Year Group		
Inclusive absence dates from - to:		
Total number of school days absent		
Signature of Parent		
Date		
<i>Dates of any previous absences during this academic year must be declared</i>	Medical	
	Other	

*Note: Authorisations for absences may be granted by the Headteacher only. There is no automatic entitlement to absence during term time, nor is there a specified number of days, and each case will be dealt with on its merits. Holiday absences during term time are strongly discouraged. Absences which are not deemed appropriate for authorisation will be treated as unauthorised absences and will appear on the pupil's record.*

<b>For Office Use Only</b>	
<b>Absence Authorised</b>	
Headteacher's Signature	
<b>Absence Unauthorised</b>	
Headteacher's Signature	
Date	

**A copy of this form will be returned to you upon completion.**