



Cardiff High School Cluster

Request for Absence

Pupil's Name & Year Group: _____

Sibling: **Yes / No** **Name of sibling(s):** _____

School attended by sibling: **Cardiff High / Lakeside / Rhydypenau / Roath Park / Marlborough**
(please circle relevant school)

Date(s) of absence requested: _____

Reason for absence: _____

Parent / Carer's signature: _____ **Date:** _____

FOR SCHOOL STAFF TO COMPLETE

Absence: **Authorised / Unauthorised**

Fixed Penalty Notice incurred: **Yes / No** **Total absences to date:** ____ (sessions) ____ (days)

Total absences for this request: ____ (sessions) ____ (days)

Headteacher's Signature: _____ **Date:** _____