

## Sutton Grammar School Absence Request Form

|                 |    |      |
|-----------------|----|------|
| Student name(s) | 1. | Form |
|                 | 2. | Form |

Requested dates of absence from school

From ..... To .....

Number of school days absent .....

Reason for requesting absence during term time:

Signature of parent/guardian ..... Date .....

Please note: The governors have announced that absences in term time will be recorded as an unauthorised absence, unless there are exceptional circumstances.

Please email your request to [absences@suttongrammar.school](mailto:absences@suttongrammar.school)