



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 Office Use only: Absence: \_\_\_\_\_ Authorised / Unauthorised

**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: \_\_\_\_\_