

****Request for permission to be excused from a school fixture***

This form should be forwarded to the master in charge of the team or the Director of Sport, giving two weeks' notice wherever possible (An accompanying letter may also be added to explain the request if necessary).

| | |
|--|-----------------|
| Pupil's Name: _____ | Form: _____ |
| Full day / Morning / Afternoon (delete as appropriate) | or Time : _____ |
| Proposed date of absence: _____ | |
| Reason for absence: _____ | |
| | |
| Signature parent/guardian: _____ | Date: _____ |
| *Approved by Head Master: _____ | Date: _____ |

*It should ***not*** be assumed that permission is granted until the form has been signed by the Head Master and returned to the parent or guardian. Your son ***should present this form to the master in charge of the team or Director of Sport with a minimum of 48 hours' notice of the fixture taking place.***

| | |
|---|---------------------|
| <u>For Staff Use only</u> | Date received _____ |
| Accepted by master in charge/SCD by: _____ | Date: _____ |
| Noted by office and put in pupil register by: _____ | Date: _____ |

Signed original to be returned to parents.