

Leave of Absence Request Form (Pupils)

Leave of absence will only be granted in exceptional circumstances and all leave requests must be approved by the Headteacher before the leave commences.

Parents/Guardians – please complete this form and return to the school office providing at least two weeks’ notice (except in an emergency or in unforeseen circumstances).

I wish my child/children:

Name: _____ Class: _____

Name: _____ Class: _____

Name: _____ Class: _____

To be absent from school:

From: _____ To: _____

I expect my child/children to return to school on: _____

Reason (including exceptional circumstances). Please continue on a separate sheet if necessary. Please attach any supporting evidence, e.g., wedding invitation.

Signature of parent/guardian: _____ Date: _____

Office Use

Attendance to date _____%

Absence previously authorised _____%

Request authorise

Request unauthorised

Under 5

Religious/Sporting

Signed by Headteacher: _____ Date: _____