



LEAVE OF ABSENCE FORM

A request for absence should be made in advance at least 5 days before the proposed leave of absence

PUPIL DETAILS

NAME:		Date of Birth	
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Class/Teacher

Dates of requested absence:

Date of return to school:

Reason for leave of absence request:

I understand that keeping my child off school if my request is not granted, will result in the absence being recorded as Unauthorised. This may result in a Penalty Notice being issued to me by the Local Authority for the non attendance of my child at school.

Parent/Carer Name:

Relationship to child:

Signature:

Date of Request:

Office Use

Seen by Agreement

Date.....

