

REQUEST FOR LEAVE OF ABSENCE IN SCHOOL TIME

ANY ABSENCE MEANS THAT IMPORTANT AND IRREPLACEABLE
SCHOOLING IS MISSED

To: The Head or Deputy Head Teacher

Authorised absence for leave is requested for:-

Name of pupil Form

Dates: From to

Reason for the Absence Request:

Authorisation will only be issued in **exceptional circumstances**. Please outline the reasons why you consider this request to be an 'exceptional circumstance':

Signed: Date:

- A request for absence from School for an annual holiday will not be approved.
- Absence not approved by the School in writing and in advance will be recorded as 'unauthorised'.

COPIES: HEAD TEACHER/PARENT/REGISTER

To: parent/guardian

Pupil name Form

Your request is approved and the absence, as set out above, is duly Authorised.

Your request is not approved, therefore if the pupil is absent as proposed above, it will be recorded as unauthorised and reported on the annual report.

Signed Date