

REQUEST FOR LEAVE OF ABSENCE IN SCHOOL TIME

ANY ABSENCE MEANS THAT IMPORTANT AND IRREPLACEABLE
SCHOOLING IS MISSED

To: The Head or SLT

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

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

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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