

Leave of Absence Request

We can only authorise requests for absence if there are exceptional circumstances (Pupil Registration Regulations Amended 2013). These are listed on the back of this form. Please take time to read these before requesting any leave of absence.

Child’s name …………………………………….................................. Class……………………………..

First day of absence from school…………………………………………………………………………

Last day of absence from school…………………………………………………………………………

Total number of days absent ………………………………………………………………………………

Please explain below your reasons for requesting this leave of absence.

I have read the attached reasons for requesting a leave of absence. The information I have given in this form is correct.

Signature of parent / carer………………………………………………………………… Date…………………………………….

Request approved/not approved

Signature ……………………………………………………………………………………….. Date…………………………………..