



Request Form for Leave of Absence

If you wish your child to have time off during term time for any reason, except for sickness and medical appointments, please fill in the form below and **return it to the school office giving at least two weeks' notice.** May we remind you that leave of absence is only granted for special reasons. Any extra time taken off school should be avoided if possible.

Name of pupil:	
Date of Birth:	
Address:	
Date of First Day of Absence from School	Date of Return to School
Reason for Absence: <i>Please give a detailed explanation for the reason you have requested absence from school during term time. Any supporting information can be attached to this form.</i>	
Name:	Date:
Signed: (Parent/Guardian)	
Deputy Head/Junior Dept Head comments:-	Date:
Signed.....	