



*'Enjoyable learning for life'*



## **LEAVE OF ABSENCE REQUEST FORM**

The headteacher is only able to sanction leave of absence for up to 10 school days in any one academic year (except in very exceptional circumstances). After this period of time any further absence must be recorded as unauthorised.

Please fill in the request form below and return it to the school office in advance of the date of any planned absence.

Name of pupil \_\_\_\_\_ Date of Birth \_\_\_\_\_ Class \_\_\_\_\_

Name of parent / carer \_\_\_\_\_

I request that my child be granted leave of absence for \_\_\_\_\_ school days, beginning  
on \_\_\_\_\_ (first day not in school)

Reason for absence \_\_\_\_\_

It is expected that he / she will return to school on \_\_\_\_\_

Signed \_\_\_\_\_ (parent / carer) Date \_\_\_\_\_

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This request for absence for \_\_\_\_\_ (dates) \_\_\_\_\_ is hereby

Authorised

Unauthorised

Signed \_\_\_\_\_ (Headteacher)

Children may be allowed up to ten school days (2 weeks) in any one school year. Any further leave of absences above this number would be marked as unauthorised (unless in very exceptional circumstances) in accordance with Department of Education, Sports and Culture policy.

