

Student leave of absence form

A request for absence should be made in advance at least 4 weeks before the proposed date.

Student Details:			
Name:		Date of Birth:	
Year:		Reg Group:	
Date of Absence requested			
Date of return to school			
Reason for absence request			

I understand that keeping my child off school if my request is not granted, will result in the absence being recorded as Unauthorised. This may result in a penalty notice being issued to me by the Local Authority for the non-attendance of my child at school.

Parent/Carer Name.....

Parent/Carer Signature

Relationship to Child

Date of Request

All information supporting your application for a leave of absence must be submitted along with your application to school. This includes any evidence supporting 'exceptional circumstances' for consideration by the principal. Any evidence submitted from an employer must be on letterheaded paper and signed by them. All supporting information submitted may be used as evidence should the case later proceed to court.

<p>Office Use</p> <p>Seen by:</p> <p>Agreement:</p> <p>Date:</p>
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