



LEAVE OF ABSENCE FORM

I request leave of absence for my child:

Name Year

From to inclusive.

This absence would be for
and I confirm that this has to be during school time.

Signed..... Date

The following reasons are examples of the kinds of absence that **will not** be authorised:

- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip
- Holiday requests
- Family get-together/day out
- Pupils accompanying their parents in the course of their work

Only for exceptional circumstances can an authorisation be given.

Headteacher to complete this section:	
Your request is approved and the absence as set out above is duly authorised .	
Your request is not approved . If the pupil is absent as proposed, it will be recorded as unauthorised for the following reason:	
Reason:	
Signed by Headteacher:	Date: