**REQUEST FOR LEAVE OF ABSENCE**

**I/We request permission for my child to be absence from school**

|  |  |  |
| --- | --- | --- |
| Name of child: |  | |
| Class: |  | |
| Date of absence | From: | To: |
| Reason for absence |  | |
| Reason why this leave of absence cannot be taking during school holidays |  | |
| *(parents must make an appointment with the Headteacher to seek permission for a child’s absence, prior to making travel arrangements)* | | |
| Parent’s name |  | |
| Signature of Parent |  | |
| Date leave of absence requested |  | |
| **For office use only** | | |
| Authorised    Unauthorised | | |
| Comments: |  | |
| Headteacher’s Signature |  | |
| Date: |  | |
| Seen by Headteacher |  | |
| Refer to Attendance Officer |  | |
| Period of extended leave in the past 4 years |  | |

**Child’s Attendance record**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year |  |  |  |  |
| Attendance % |  |  |  |  |