**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: |
| No of Days Requested |  |
| Reason for absence |  |
| Reason why this leave of absence cannot be taking during school holidays |  |
| Parent’s name  |  |
| Signature of Parent |  |
| Date leave of absence requested |  |
| **For office use only** |
|  Authorised  UnauthorisedSigned Headteacher:………………………………………………………… |
| Letter Sent to Parent |  |
| Fine to be Issued |  |
| If Yes, Date Fine Issued to SBC |  |
| Period of extended leave in the past 4 years |  |

**Child’s Attendance record**

|  |  |
| --- | --- |
| Current Attendance |  |
| Previous Year’s Attendance |  |