



LEAVE OF ABSENCE REQUEST FORM

Leave of absence during school time will be recorded as **unauthorised absence**, unless specifically authorised by the Head Teachers. If a child is absent from school for more than 20 days without an authorised reason, they may be removed from the school roll and a referral made to the Attendance Advisory Service.

CHILD'S DETAILS

SURNAME

CHRISTIAN NAME

YEAR

SURNAME

CHRISTIAN NAME

YEAR

LEAVE PERIOD DETAILS

Duration of Leave (Number of School Days)

Date of Child's first day of absence

Date of Child's return to School

Reason for Absence

Please give as much detail as possible

Address Whilst Absent

Emergency Contact Telephone Number Whilst Absent

Signature

Date

(Parent or Guardian)

For Office use

Date Received:

Child's % Attendance

No of days Absence this academic year

Child's % Attendance last academic year

No of days Absence last academic year

Authorised

/

Unauthorised

Signature

Date

(Principal)

Teachers copy

Office copy

Entered into class register