

Request for Leave of Absence

Applications/requests must be made directly to the Head of School and will be considered in accordance with the Leave of Absence Policy.

Any requests for emergency medical/dental appointments must be accompanied by proof of appointment. Routine appointments should not be booked during the school day and may not be authorised.

Name of Child	
Class	

Date of Absence		
Time of Absence (if not all day)	From:	To:

Reason for Absence

Name	
Signature	
Date	

Office Use Only

Authorised	Yes		No	
Head of Schools Signature				