

## Request for Leave of Absence

Applications/requests must be made directly to the Headteacher 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.

<b>Name of Child</b>	
<b>Class</b>	

<b>Date of Absence</b>		
<b>Time of Absence</b> (if not all day)	<b>From:</b>	<b>To:</b>

<b>Reason for Absence</b>		
<b>Are both adults who have parental responsibility aware of this request?</b> (please circle)	Yes	No

<b>Name and Address of all adults going on holiday:</b>	
Name (Adult 1):	Address:
Name (Adult 2):	Address:

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	



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Office Use Only

<b>Authorised</b>	Yes		No	
<b>Headteacher Signature</b>				

