



## Leave of Absence Request Form

Leave of Absence may be granted in exceptional circumstance only by the Head Teacher. If you feel that your request for your child's absence fits these criteria, please complete the form below and return to Mrs Chappell. Please note this should be done at least one month in advance.

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**Child's Name:**..... **Class:**.....

**Proposed Absence dates:** (From).....

(To).....

**Total Number of missed school days:**.....

**Please write below a full explanation of why you are requesting this absence:**.....

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**Please write how you intend for your child to catch up on any missed work during the period of absence:**.....

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**Signed:**..... **Name of Parent:**..... **Date:**.....

You shall receive a reply from Mrs Chappell within one week for either Authorised Absence or Unauthorised Absence. Should it be the latter and you choose to remove your child from school during the period request, Mrs Chappell may contact the Local Authority to report such absence.