



## REQUEST FOR LEAVE FORM (One form per child)

I/We request permission for my child to be absent from school.

Name of Child:		
Class:		
Dates of Absence	From :	To :
Reasons for Absence:		
<i>(Parents should make an appointment with the Headteacher to seek permission for a child's absence, prior to making travel arrangements.)</i>		
Parent's Name:		
Signature of Parent:		
Date requested:		

<b>For office use only</b>	
<input type="checkbox"/> Authorised <input type="checkbox"/> Unauthorised	
Comments:	
Headteacher's signature:	
Date:	
Seen by Headteacher:	
Refer to EWO: (Education Welfare Officer)	
Periods of extended leave in the past 4 years:	

### Child's Attendance Record:

Year:				
Attendance:				