

Leave of Absence Form

The government strongly urges schools not to approve absence from school. The Head of School must report both unauthorised and unexplained absences; only exceptional circumstances can be authorised.

You should notify the school of any planned absence, authorised or not, by completing this 'Leave of Absence Form'.

Name of child / children	
Class Name(s)	
Dates of planned absence	
Reason for absence	

- I accept that this absence will show as "unauthorised" on my child's permanent educational record. I understand that should my child's attendance fall below 85%, the Head of School is obliged to formally refer them to the Education Welfare Service.

OR

- I believe that this absence is an exceptional circumstance. I request that the Head of School considers the details above and informs me of the final decision.

Signed (Parent or Carer)..... Date