

Leave of Absence Request Form

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

You should notify the school of any planned absence by completing this form:

Name of child/children	
Class Name	
Dates of Absence	
Reason for Absence	
Address of destination	
Flight number/details	

- I accept that this absence will be **unauthorised** on my child's attendance record. I understand that a penalty notice may be requested from the Local Authority.
- 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.