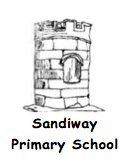
**REQUEST FOR LEAVE OF ABSENCE**



|  |  |  |
| --- | --- | --- |
| **Name of school:** | | |
| **Name/s of child/children:** | | **Year group/s:** |
| **Do you have any children in other schools? If yes, please write name of child/children and their school:** | | |
| **State reason for absence:** | | |
| **First day of absence:** | **Total number of school days that will be missed:** | |
| **Return date to school:** |
| **Signature (parent/carer):** | **Date:** | |
| **Signature (parent/carer):** | **Date:** | |

|  |  |  |
| --- | --- | --- |
| **For School Use Only** | | |
| **Current Attendance** | **%** | |
| **Current Attainment** | **Below / On Track / Exceeding** | |
| **Headteacher’s decision:**  **Authorised Absence Unauthorised Absence** | | |
| **Reason for authorising or not authorising absence:** | | |
| **Signed (Headteacher):** | | **Date:** |
| **Copied to parents (Date):** | | **Register Code:** |
| **LA informed of absence/fixed penalty requested: Yes / No** | | |