**REQUEST FOR LEAVE OF ABSENCE**



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| **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:** |

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| **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** |