



Leave of Absence Request

SCHOOL:		DATE OF REQUEST:	
First Name	Surname	Date of Birth	Class
Leaving date:		Date due back in school:	
Length of absence applied for (number of school days only):			days
Siblings in other schools: Please note this information may be shared with the attendance lead in the siblings' school.	First Name	Surname	School
Contact Details			
Parents: (eg. Mother, Father, Grandparent, Carer):	First name:		First name:
	Surname:		Surname:
	Address:		Address:
	Postcode:		Postcode:
	Email:		Email:
Mobile:		Mobile:	
Reason for absence including full explanation (use a separate sheet of paper if necessary)			
The exceptional circumstances are...			
Point of departure (eg. Airport, Coach, Train Station, etc.):		Destination:	
Time of departure:		Flight numbers and name of airline:	

