

STUDENT LEAVE REQUEST FORM



Please fill out the Student Leave Request form and return it to the School Office

All requests should be submitted a minimum of 7 days prior to taking your child out of school.

Headteachers can't grant any authorised absence during term time, unless in exceptional circumstance. However, to fulfill our safeguarding duties this form still needs to be completed. Exceptional circumstances may include bereavement in immediate family, religious observation or a significant family event.

STUDENT INFORMATION:

Full Name:

Class:

TIME OFF DETAILS:

Holiday

Medical Leave (Evidence needs to be provided)

Other - Provide Reason:

Start Date: ___ / ___ / ___

End Date: ___ / ___ / ___

Reason for Leave :

Parent/Carer Signature:

Date:

HEADTEACHER DECISION:

Authorised

Unauthorised (Reason):

Comments:

Headteacher Signature:

Date:
