



APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL

Please note: applications for pupil leave will only be granted in exceptional circumstances.
Please refer to the attendance policy on the school website for further details.

PUPIL'S NAME	YEAR
DETAILS OF ABSENCE REQUEST	
DATE OF ABSENCE	
PARENT/CARER SIGNATURE	DATE REQUESTED

FOR SCHOOL USE ONLY

AUTHORISED/UNAUTHORISED	REASON
HEADTEACHER SIGNATURE	ABSENCE CODE