



MARINE PARK FIRST SCHOOL

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

Name of Child

Class

Request the Headteacher to grant leave of absence from school

From

To

Total number of day requested

Details of exceptional circumstances causing leave of absence from school during term time.

.....
.....
.....
.....
.....

Signed Date

This form is to be completed by parents and approved by the school before leave is taken. Please note you should not automatically expect school to agree to leave of absence.

Leave of absence in this instance has / has not been agreed.

Signed (Headteacher)

Date