

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 days requested

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

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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

Paper copies of the APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL FORM are available from the main entrance. Parents can also download an electronic version also via the parent zone of school website- this can be printed off and sent into school or can be emailed to the school office (info@marineparkfirst.org.uk). The headteacher may require evidence to support any request for leave of absence.