**APPLICATION FOR LEAVE OF ABSENCE OF CHILD FROM SCHOOL**

Name of Child: ……………………………………………………………………………… Class: ……………………………………………………

I apply for leave of absence for my child for the purpose of

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

From: ……………………………………………To: ………………………………………… Number of school days: ……………………

Have you previously submitted a leave of absence request for your child this school year?

(If yes please give details)

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Please give the reason/s which prevents this absence being taken during a school holiday period:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Date: ………………………………………………………………… Signed: …………………………………………………………………………………

Your application for the leave of absence of your son/daughter

from…………………………………………………………..to……………………………………………………………………..

Signed/Authorised ………………………………………………………………………..Date ……………………………………………………….

Headteacher