

REQUEST FOR ABSENCE LEAVE

As a parent or carer, you should fill in this form if you want to take your child out of school during term time.

Leave can only be granted for exceptional circumstances. It cannot be granted for holidays.

For further guidance please refer to our Pupil Attendance Policy for Parents and Carers.

I request that

_____ (name of child) Year _____

be granted leave of absence from Flamstead Village School

from _____ to _____

Reason for request:

(Signature of Parent/Carer)

(Date)