



REQUEST FOR ABSENCE LEAVE

As a parent / carer, you will need to 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. Evidence, such as proof of flight bookings, may be requested.

For further guidance, please refer to our Attendance Policy, available on our website.

I request that

_____ (name of child) in Year _____

be granted leave of absence from Flamstead Village School

from _____ to _____
(please use only dates for absence from school, not a 'return to school' date)

Reason for request:

(Signature of parent / carer)

(Date)