

INKERSALL PRIMARY ACADEMY

PUPIL LEAVE OF ABSENCE REQUEST FORM

In accordance with the school's Attendance Policy (September 2014), Headteachers may not grant leave of absence for holidays during term time unless there are exceptional circumstances. In these cases, it is the Headteacher who determines the number of days a child can be away from school if the leave is granted.

NAME		CLASS
ADDRESS		
ABSENCE REQUEST DETAILS		
START DATE	END DATE	
NUMBER OF SCHOOL DAYS		
REASON FOR ABSENCE REQUEST		
NAME OF PARENTS		
SIGNED		
DATED		

FOR OFFICE USE ONLY	DATE FORM RECEIVED
OTHER ABSENCE REQUESTS THIS YEAR	
DATES	
NUMBER OF DAYS	
CHILD'S ATTENDANCE THIS ACADEMIC YEAR	
CHILD'S ATTENDANCE LAST ACADEMIC YEAR	
REQUEST APPROVED / DENIED * BY	DATE
LETTER TO PARENTS	ENTERED ON MIS