

Leave of Absence Request Form

Parents are required to complete this form for all planned absences and hand it in to Reception, at least one week in advance of the period of leave requested.

Child's name:

Class:

First day of absence:

Last day of absence:

Reason:

Parent's name:

Signature:

Date:

For Office use only

Date Received: _____ Approved by: _____ (School stamp)