

The Bliss Charity School
Leave of Absence Request Form
2013/2014

Please ensure you have read the guidance notes

NAME OF CHILD(REN) **CLASS**

I request permission for the above child(ren) to be absent from school:

First day of absence: Last day of absence:
(inclusive)

Number of school days requested

Reason for absence

.....
.....
.....

SIGNED: DATE:

PRINT PARENT'S/GUARDIAN'S NAME:

Confirmed Leave of Absence

Date passed to Headteacher:

Number of previous requests

Request approved: Yes / No

HEADTEACHERS SIGNATURE: Date