

# Leave of Absence Request



## Hempland Primary School

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# Hempland Primary School

<b>Name of child:</b>	
<b>Class/Teacher:</b>	
<b>Dates of proposed absence:</b>	<b>First Day:</b>
	<b>Last Day:</b>
	<b>Total number of days:</b>

Absences are only granted in **exceptional circumstances.** I understand and accept that I maybe fined, if I take this absence as unauthorised.

**Reason for Absence:**

Signed..... Date.....

**SIBLINGS:** If you have any other children that you are also requesting Leave of Absence for who attend a different school, please complete the details so that we can liaise with that school.

Name: \_\_\_\_\_ Class: \_\_\_\_\_

School: \_\_\_\_\_

Name: \_\_\_\_\_ Class: \_\_\_\_\_

School : \_\_\_\_\_

Attendance:	
Authorised/ Not Authorised	
Headteacher signed:	Date: