



## Student Leave of Absence Form

While the school does not approve of students missing lessons during term time, we acknowledge that there are occasions when it is unavoidable that parents will take out their child/children for good reason. If you must request leave during term time, please complete the form below and return it to your Head of School who will seek approval from the Headmaster.

### STUDENT DETAILS

Name: ..... Class/Form: .....

Name: ..... Class/Form: .....

Name: ..... Class/Form: .....

Name: ..... Class/Form: .....

### DATES OF LEAVE REQUESTED

Start Date: ..... End Date: .....

No. of days requested: .....

Reason for leave requested: .....  
.....  
.....  
.....

(Please attach any relevant documentation)

Parent's Signature: ..... Date: .....

### SCHOOL APPROVAL

Approval       Approved       Not approved

Comments: .....  
.....  
.....

Craig Halsall (Headmaster): ..... Date: .....