



Form for any request of non-medical leave of absence

<b>Name of School</b>			
<b>Name/s of Child/ren</b>		<b>Year Group/s</b>	
Do you have any other children in other schools? If yes please write name/s of child/ren and school.			
<b>State reason for absence</b>			
<b>First day of absence</b>		<b>Total number of school days missed</b>	
<b>Return date to school</b>			
<b>Signature (Parent)</b>		<b>Date</b>	
<b>Signature (Parent)</b>		<b>Date</b>	
<b>For School Office Use Only</b>			
<b>Acknowledgement of reply for Leave Of Absence</b>			
<b>Headteacher's Decision</b>			
Authorised Absence		Unauthorised Absence	
<b>Reason for Authorised or Unauthorised Absence</b>			
<b>Signed (Headteacher)</b>		<b>Date</b>	
<b>Copied to Parents</b>		<b>Register Code</b>	