

**HANSLOPE SCHOOL
HOLIDAY/LEAVE OF ABSENCE FORM**

Please return the form as soon as possible before proposed absence.

PARENT TO COMPLETE

I request permission for

Child's name: _____ Class: _____

to be absent from school for the period: _____ to _____ (inclusive).

Reason for absence: _____

I understand that this will affect the continuity of the National Curriculum course of study that my child is following.

Signed: _____

Date: _____

HEADTEACHER TO COMPLETE

I acknowledge receipt of the Leave of Absence request.

Due to the nature of the request, your child's absence for the above period will be recorded as authorised / unauthorised.

This will make a total of _____ school days of requested absence during this academic year 2011/2012

_____ Authorised days / _____ Unauthorised days

**Debbie Doherty
Headteacher**

Date:

**Please complete this form at least 2 weeks before requested absence*

