**Pupil Leave of Absence Request Form**

After completion, please return to The School Office for approval. Once reviewed by The Head, you will be notified if your request has been agreed or declined.

You must give the school as much advanced notice as possible.

If your request is declined and you child does not attend school, they will be marked as unauthorised; which will show on their End of Term Report.

Today’s date:……………....………………………………………………………………..

|  |  |
| --- | --- |
| **Pupil Details** | |
| Pupils Name: |  |
| Pupils DOB: |  |
| Pupils Form: |  |
| **Parent/Carer Details** | |
| Parent/Carer’s Full name: |  |
| Address of Parent/Carer: |  |
| Parent/Carer contact number: |  |
| **Absence Request** | |
| Start Date of Absence: |  |
| Return to School Date: |  |
| Please provide details for the unavoidable circumstances resulting in this absence request:  **Failure to provide details, will result in an ‘unauthorised mark’ for your child** |  |
| Signed: |  |
| Printed Name: |  |
| Date: |  |

*To be completed by Riddlesworth Hall School Administration:*

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| --- | --- | --- | --- |
| **Administration** | | | |
| Total Number of days requested: |  | | |
| **Leave of Absence** | | | |
| Agreed/Declined for the following reasons: |  | | |
| **Confirmation** | | | |
| Confirmed by Head: |  | | |
| Date: |  | | |
| Confirmation sent to parents (Please Tick) |  | Date: |  |