

**LEAVE OF ABSENCE FORM**

I..... parent / carer of

Name ..... Class .....

Hereby made an application for leave of absence from school during term time on behalf of the names child.

From ..... to ..... No. of days .....

Reason for Leave .....

PARENT SIGNATURE ..... DATE .....

Note: Leave of absence will only be considered in exceptional circumstances. This form should be completed and returned to the Headteacher at least 2 weeks before the proposed date of absence.

**LEAVE OF ABSENCE FROM TREETOPS SCHOOL DURING SCHOOL TERM**

Dear Parent / Carer

I refer to your application for leave of absence for your child .....

Class ..... during term time, namely from .....to.....

Total number of days requested ..... and approve this application.

Last Year Attendance ..... current attendance .....

HEADTEACHER SIGNATURE .....

Mr Jon Brewer