



Leave of Absence Form

To the Head

School Name: _____

Name of Child: _____ Class _____

I request permission for my son/daughter to accompany me on my annual holiday/take part in an activity during the school term.

From (First Date of Absence) _____

To (Last Date of Absence) _____

Details of Circumstances:

Number of school days: _____

Sign: _____ Date: _____

Confirmed:

Sign: _____ Date: _____

<p>This form is to be completed by the parent and forwarded to the Head of the school at least 10 days before the period of absence.</p>	<p>The Education (Pupil Registration) Regulations 1995 give the Head powers to grant up to 10 days leave of absence in any school year.</p>	<p>Education Welfare Officer:</p> <div style="border: 1px solid black; width: 150px; height: 40px; margin: 10px auto;"></div>
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