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| Outstanding_Colour_SchoolHaydn masthead  **REQUEST FOR LEAVE OF ABSENCE FORM** | | |
| Name of Child(ren) |  | |
| Class |  | |
| Name of Parent(s)/Carer(s) |  | |
| Date(s) of Proposed Absence |  | |
| No. of school days child(ren) would miss |  | |
| Please indicate the reasons for this absence. | | |
| If this is for a holiday, please indicate why this holiday could not take place in the course of the normal holiday pattern. | | |
| If this request is for a term time holiday, I confirm that the holiday has been… | | Booked / Not booked |

Please provide us with the following information:

|  |  |
| --- | --- |
| Address whilst away |  |
| Departure airport, date and flight number (if applicable) |  |
| Return airport, date and flight number (if applicable) |  |
| Any other means of transport information |  |

🞏 I have read and understood the school’s Attendance Policy (found on our website).

🞏 I understand the school’s policy regarding unauthorised absence.

Parent/Carer with legal responsibility signature ………………………………………………………

Date ……………………