

Request for a leave of absence

In line with the Trust's SW12 Attendance Policy, only exceptional circumstances warrant a leave of absence.
Please complete this form and submit it to reception at your child's academy.

Academy:			
Name of child(ren):			
Class:			
Dates (inclusive):		From:	To:
<p>Please state the reasons for the request: <i>You may submit a covering letter.</i></p>			
Name of parent(s) submitting request:			
Signature:			
For academy use:			
Current attendance:			
Authorised:	<input type="checkbox"/>	Unauthorised:	<input type="checkbox"/>
Date parent(s) informed / letter sent:			
SLT sign-off:		Name:	