

Rainford Brook Lodge Primary School Leave of Absence Request Form

If you need to request a leave of absence, then please complete this form, and send it to brooklodge@emst.org.uk or hand in at the school office.

Please be aware that leave of absence can only be granted for exceptional circumstances by the Head teacher.

Please read the school attendance policy for more details.

Pupil Name/s:
Date/s of birth:
Class:
First and last day/date of requested leave:
Number of school days requested to be missed

Reason for Absence:
* Holiday requested due to working patterns a confirmation will be required from the Employer *
Name of parent/care:
Signature of parent/carer;
For office use only
Date of application received:
Child's current attendance % (last year and this year):
Child's last academic year attendance %:

For the Head teacher to complete
Exceptional reason accepted: YES/NO
Authorised/ Unauthorised
Name and signature of Head teacher
Date: