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| **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.  |
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| **Academy:** |  |
| **Name of child(ren):** |  |
| **Class:** |  |
| **Dates (inclusive):** | **From:** |  | **To:** |  |
| **Please state the reasons for the request:***You may submit a covering letter.*  |  |
|  |
| **Name of parent(s) submitting request:** |  |
| **Signature:** |  |
| **For academy use:** |
| **Current attendance:** |  |
| **Authorised:** |[ ]  **Unauthorised:** |[ ]
| **Date parent(s) informed / letter sent:** |  |