|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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:** | |  |
| **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:** | |  | | | | | |