

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: <i>You may submit a covering letter.</i>					
Name of parent(s) submitting request:					
Signature:					
For academy use:					
Current attendance:					
Authorised:	☐	Unauthorised:	☐		
Date parent(s) informed / letter sent:					