



**LEAVE OF ABSENCE FORM**

Name(s) of child(ren): \_\_\_\_\_

Form group(s): \_\_\_\_\_

Please give brief details of reasons for absence\*: \_\_\_\_\_

\_\_\_\_\_

Proposed dates of absence: \_\_\_\_\_

\*Please attach a separate letter if necessary.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Parent)

**For Office Use Only**

Your child's current attendance is .....%

Please note that if a pupil's attendance, in the Senior School, drops below 90% we reserve the right not to enter them for public exams.

\*The school is unable to recommend this proposed absence.

\*The school is able to authorise this absence due to the exceptional circumstances.

\*Delete as appropriate

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Attendance Officer