



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 cannot authorise this proposed absence.

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

*Delete as appropriate

Signed: _____ Date: _____
Attendance Officer