

## 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.

<b>Request for a leave of absence</b>			
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.			
<b>Academy:</b>			
<b>Name of child(ren):</b>			
<b>Class:</b>			
<b>Dates (inclusive):</b>	<b>From:</b>		<b>To:</b>
<p><b>Please state the reasons for the request:</b> <i>You may submit a covering letter.</i></p>			
<b>Name of parent(s) submitting request:</b>			
<b>Signature:</b>			
<b>For academy use:</b>			
<b>Current attendance:</b>			
<b>Authorised:</b>	<input type="checkbox"/>	<b>Unauthorised:</b>	<input type="checkbox"/>
<b>Date parent(s) informed / letter sent:</b>			