



Eastbrook School

Student - Leave of Absence Request Form

Schools may grant students leave of absence for up to ten days in any calendar year, for example, family funerals or serious illness in the family.

We do not authorise holidays being taken during school time as they prevent students achieving their best.

A request for any known absence of more than one day must be made to the Headteacher.

Where permission is granted the absence will be authorised.

Where permission is not granted, should the student be absent for that period of time, then the absence will be unauthorised and further action will be seriously considered.

Student **Form** **d.o.b.**

We request permission for the above student to be absent from school from
..... to **Number of school days**

The reasons for this request are as follows:

Parent / Carer **Signature** **Date**

Permission has been granted for this absence from school

Permission has not been granted for this absence from school

Valerie Dennis..... **Date**
Headteacher