



Request For Leave of Absence During Term Time

To the Headteacher:

I request that leave of absence be granted to

of class.....from.....to.....

to enable him/her to.....

.....

.....

Signature of Parent/Guardian.....

Print.....

Date.....

Notes

1. This form is to be completed and forwarded to the Headteacher **before the period of absence and before** any firm arrangements have been made.
2. In line with DfE regulations our registers are monitored regularly by Slough Borough Council Attendance Service, so any unauthorised absences could lead to a warning letter or fine.

Leave of Absence Granted: YES / NO

Signature of Headteacher: _____ Date: _____