



Savile Town CE (C) I & N School

Leave of Absence Application Form

Please note: If the Headteacher decides that authorisation cannot be given, but the absence occurs, or, if the child does not return to school on the agreed date, consideration will be given to the issuing of Penalty Notice in line with the Kirklees Code of Conduct

Name of Child _____ Class _____

Town/Country Visiting _____

Reason for Absence

Request Date of Absence:

From _____ To _____

Sign _____ Date _____

Has your child had extended leave before? YES/NO

Booking Reference _____ Email Address _____

Destination address and telephone number

The following Leave of Absence has / has not been authorised

Attendance in school

Nursery	
Reception	
Year 1	
Year 2	

From _____ To _____ Sign _____ (Headteacher) Date _____