

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.

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