



LEAVE OF ABSENCE REQUEST FORM

For further information please see Attendance Policy on School website
www.courtwood.croydon.sch.uk

Please complete and return it to the school office at least 2 weeks before planned absence in order for the request to be processed.

NAME OF CHILD _____ **CLASS** _____

First day of absence _____ **Last day of absence** _____

Number of days _____

Please explain reason for request or attach a separate letter:

Signed _____ **Print Name** _____

Date _____

OFFICE USE ONLY:

The absence is authorised

This absence is unauthorised as it does not comply with our Attendance Policy

Signed _____ **Headteacher**

Date _____