



**LEAVE OF ABSENCE REQUEST FORM**

For further information please see Attendance Policy on School website  
[www.courtwood.org.uk](http://www.courtwood.org.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** \_\_\_\_\_