



MONKHOUSE PRIMARY SCHOOL
PARENT/CARER REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

Please complete one leave of absence request per child (do not group siblings together)

Name of pupil	
Date of birth	
Year group	
Address	
Contact Numbers	

I request permission for my child to be absent from school between: -	
First Day of Absence	
Date of Return	
Total School Days	

Please fully explain the **exceptional circumstances** that you would like the Head teacher to consider (continue a separate sheet if necessary).

Declaration

I have read and understood the information about leave of absence during term time, unauthorised absence, and Penalty Notices (available from the school office or on our school website). I am aware of the possible consequences should my child take a leave of absence without the prior authorisation of the Head teacher.

Signature.....
(Parent/Carer)

Date.....