

**Penny Acres Leave of Absence/Holiday Request Form**

**LEAVE OF ABSENCE REQUEST FORM**

Name of Child(ren) ..... Year Group .....

..... Year Group .....

..... Year Group .....

Childs Address .....

.....

Name of Applicant(s) and Address (if different).....

.....

.....

**I / We wish to apply for our child(ren) to be absent from school for the following dates.**

From..... To.....

Total number of days our child(ren) will be absent from school .....

Please supply in as much detail as possible the reason for your request

Signed:

Date

.....

**IF THE REQUEST IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED.**