



# MANLAND PRIMARY SCHOOL

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Headteacher: Miss M Smith

## Leave of Absence Request Form

Please note that leave of absence for holiday or other purposes is no longer able to be granted except in exceptional circumstances. If you believe that your request falls into this category please outline your exceptional circumstances on the reverse of this form.

I hereby request leave of absence for my child(ren):

_____	Class _____
_____	Class _____
_____	Class _____

From \_\_\_\_\_ To \_\_\_\_\_ (Inclusive)

For the purpose of:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_

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For Office Use

Authorised \_\_\_\_\_ Date \_\_\_\_\_

Not Authorised \_\_\_\_\_ Date \_\_\_\_\_