

ST. JAMES' SCHOOL
LEAVE OF ABSENCE REQUEST



(including family holidays and extended

trips abroad during term time)

This form should be completed by the parent/guardian and returned to the School prior to the period of absence for which permission is being requested and sent in for the attention of Mrs Isaac.

| i. PUPIL DETAILS | |
|--|-----------------|
| Name of pupil(s) | |
| Form(s) | |
| Current Address: | |
| | |
| Postcode: | |
| I request permission for my son/daughter to be absent from school (please specify dates) | |
| From: / / To: / / | |
| Total School Days: | |
| Reason for Absence: | |
| Signed: | Date: / / |