



*Badger Close  
Runcorn  
Cheshire  
WA7 2QW*

*Phone: (01928) 716521  
Fax: (01928) 755375*

*Mrs.A.S.Williams  
BSc (Hons) QTS, MA  
Executive Principal*

### Leave of Absence

A request for absence should be made in advance at least 6 weeks before the proposed leave of absence

PUPIL DETAILS			
<b>NAME:</b>		<b>Date of Birth</b>	
<b>Class/Teacher</b>			

<b>Start date of leave of absence:</b>
<b>Date of return to school:</b>
<b>Reason for leave of absence request:</b>

I understand that keeping my child off school if my request is not granted, will result in the absence being recorded as unauthorised. This may result in a Penalty Notice being issued to me by the Local Authority for the non-attendance of my child at school.
Parent/Carer Name:
Relationship to child:
Signature: .....
Date of Request: .....

For office use
Seen by:.....Authorised by:.....
Date.....