

**Brook Street School
Leave of Absence Request Form**



Name of Parent:		Name(s) of children for whom the leave of absence is being requested:	
Current attendance:		Last years attendance:	
First day of absence:	Date of return to school:	Duration:	
Reason for leave of absence:			
Reason why this absence cannot occur during the school holiday period:			
Have you made any previous requests in the last three years?			
Signed:		Date:	
Date received by school:			
Outcome:			
Signed:		(Headteacher)	