Name of Student: Form:\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Personal Leave Request Form  |

Personal leave is requested from \_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_(dates).

Reason for request:

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Parent or Guardian)

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form should be completed by the Parent or Guardian and returned to your Form Tutor before the period of your absence for authorisation. Please note that the new government guidelines will be followed when dealing with a request for absence due to a family holiday.

For school use:

Authorised Not authorised Signed