

# Ullesthorpe C of E Primary School

## LEAVE OF ABSENCE APPLICATION FORM

Please note, leave of absence can only be granted in exceptional circumstances. If not agreed, the period will be marked as 'unauthorised absence' and recorded on your child's school record accordingly.

Please complete and return to the school office.

Child's name:

Class:

Dates of leave of absence:

From:

To:

Please indicate why this leave of absence cannot take place in the course of the normal school holiday pattern.

Signed by the person with legal responsibility for the young person:

Date: