



Request for leave of absence

Name of Child: Class:

Proposed dates of absence from: to:

Details and reasons for absence:

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Signature of parent/carer: Date:

As per our Attendance Policy, which is available on the school website, no family holidays will be authorised and a penalty notice may be issued.

Response from the school: Authorised Not Authorised
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Signed on behalf of the Head Teacher Date:

PLEASE SUBMIT THIS FORM AT LEAST 2 WEEKS BEFORE THE REQUESTED ABSENCE

Headteacher: Mrs Mel Nugent

Deputy HT: Mrs Saeeda Wilson-Andoh

Singleton Drive, Grange Farm, Milton Keynes, MK8 0PZ
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