

JOHN BEDDOES SCHOOL



REQUEST FOR LEAVE OF ABSENCE FOR PUPIL ON HOLIDAY WITH PARENTS

I request permission for (name of pupil) (Form)

to be absent from school owing to my being on annual leave from my employment

from to

Signed (Parent/Guardian)

Name and address of employer
.....

This form is to be completed by the Parent/Guardian and handed to the Form Teacher at least three days before the absence begins.

Form Tutor's signature

Head Teacher's signature

Please return the completed form to the Office