



Leave of Absence Request

Please note that any 5 days (10 sessions) of unauthorised absence within a rolling period of 10 school weeks may result in the serving of a Local Authority Penalty Notice or alternative legal prosecution if more than 2 absences within 3 years.

Please refer to pages 8 and 9 of our attendance policy on our website for further information.

Name of child: _____

Class: _____

Please explain the reason for the absence:

Last day and date in school: _____

First day and date back after absence: _____

Number of school days requested: _____

Name/s of other children affected, including Eagley Juniors _____

Parent signature: _____ Please print name: _____

Date of request: _____

FOR SCHOOL USE ONLY

Current attendance : _____% Previous unauthorised absences this year: _____ days

Absence Request is: Authorised/Unauthorised

Signed _____ (Head teacher/Deputy)

Actual date of return to school: _____

Number of days of unauthorised absence: _____

Response to parents ☐