

Highclare Preparatory School

REQUEST FOR LEAVE OF ABSENCE

This form should be submitted to the Head of Highclare Preparatory School, no less than half a term before leave is required.

Thank you.

Name of Child:		Form:	
Dates of absence (inclusive):			
Reason for absence:			
Signed		Date	
Name (please print):			

Authorised:		Date	
Copies to:	Head of Department:	Form Teacher:	