



## LEAVE OF ABSENCE FORM

This form should be completed by a parent/guardian when their child will be absent from school outside of the school's scheduled holidays.

Please write clearly and ensure that you complete all sections of the form.

The completed form should be handed into the school office at least 10 school days i.e. two weeks before your child will be absent from the school.

**Kindly complete one form per child.**

Child's name: \_\_\_\_\_

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First day of absence from the school:

\_\_\_\_\_

day

month

year

Date for return to the school:

\_\_\_\_\_

day

month

year

Brief reason for absence: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Parent

Signed: \_\_\_\_\_ Student

Signed: \_\_\_\_\_ Principal

Date form is received by the office: \_\_\_\_\_

**(Please note that this date will be entered by the school office.)**