



SARK SCHOOL

## Leave of Absence Request Form

I / We (\*) request permission for my child / children (\*) to be absent from Sark School.

<b>Name of Child/Children</b>	
<b>Date of first day of absence from school</b>	
<b>Date of return to school</b>	
<b>Total number of days absent from school</b>	

<b>Reason for absence</b> <i>(Please give as many details as possible for why you would like a term-time absence to be authorised. Please also provide any supporting documentation.)</i>

<b>Name of Parent(s)</b>	
<b>Date</b>	

<b>(Office Use)</b>	
<b>Head of School Authorisation</b>	
<b>Date</b>	