

## Rainford High Leave of Absence Request Form

If you need to request a leave of absence then please complete this form and send it to  
[j.kenyon@rainford.org.uk](mailto:j.kenyon@rainford.org.uk)

Please be aware that leave of absence can only be granted for exceptional circumstances by the Principal.

Please read the school attendance policy for more details.

Pupil Name/s:

Date/s of birth:

Form group:

Home address:

First and last day/date of requested leave:

Number of school days requesting to be missed:

Reason for absence:

Name of parent/carer:

Signature of parent/carer:

Contact:

### **For office use only**

Date of application received:

Child's current attendance % (last year and this year):

Child's last academic year attendance %:

**For the Principal to complete**

Exceptional reason accepted: Y/N

Authorised/Unauthorised

Name and signature of Principal

Date: