

Gladstone Primary School
Application For Leave of Absence of School Child



Name of Pupil: _____

Class: _____

I wish to apply for my child to be absent from school from: _____

to: _____

Purpose of request for absence: _____

Signature of Parent/Guardian: _____ Date: _____

NOTE: The Head Teacher has the power to authorise up to 5 days absence for holidays or special circumstances in any school year. Any absences that are not authorised will be recorded as unauthorised absences on your child's record.

OFFICE USE ONLY.

Pupils % level of attendance	
How much holiday leave has already been taken in the current academic year.	
Approved / Not approved	

Additional Information
