



Leave of Absence to allow Pupils to Accompany Parents on Annual Holiday or other Planned Absence

To the Deputy Head of Sheringham Woodfields School,

Name of Pupil:

Class:

I request permission for the above named child to accompany me to
..... during the school term.

From (insert first date of absence):

To (insert last date of absence):

Number of school days:

Signed:

Date:

CONFIRMED

Deputy Head Teacher:

Date:

This form is to be completed by the parent and forwarded to the head teacher of the school attended by the pupils as long as possible before the period of absence.

