

APPENDIX A - Leave Of Absence Request Form



Luckington Primary School
The Green
Luckington
Wiltshire
SN14 6NU

Headteacher: Julie Gingell
e-mail: admin@luckington.wilts.sch.uk
Phone: 01666 840297

Use this form to request absence for an exceptional circumstance in advance of the absence. Please note that holidays in term time are no longer considered an exceptional circumstance and are always unauthorised.

Please also refer to the attendance policy which details the criteria for being issued with a penalty notice for holiday absences.

You do not need to complete this form for medical appointments - please just inform the office of these in advance, unless it is an emergency appointment.

Name of child/ren			
Date of first day of proposed absence	Date of proposed return to school	Number of days of the proposed absence	
Full details of the circumstances leading to this request			
Date and Signature			