



Request for Student Leave of Absence Form

Name of School:	WHTC	NBS	ELPS
Student Name:			
Year/Form Group:			
Date of Birth:			
Address:			
Parent/Carer's Mobile Telephone Number:			
Current Attendance to date:			
Attendance Level for the previous academic year:			
Do you have a child in one of the other WMAT schools (WHTC, NBS or ELPS)? If so, please provide their full name and tutor group			

Leave can only be authorised in exceptional circumstances. Evidence or proof of the reason will need to be attached to this form before a leave request is considered. The evidence must be from a person in authority, for example, a GP. If you take your child out of school without permission your child's school place may be lost.

1. Dates requested:
From:
To:
2. Reason for leave request (Please continue overleaf if you need more space)
3. Documentary Proof Attached (Please attach any documents e.g. confirmation of flight booking, medical reports, invitations, etc. necessary for your request.)
No: Yes:
4. Name of Parent:
5. Signature of Parent:

Please hand completed form to the Attendance Officer