Montgomery Academy - Leave Request Form

FAO: The Headteacher of Montgomery Academy - I wish to request leave in term time for:

Child's name _____ Year Group _____

Child's name _____ Year Group _____

First day of school absence _____ Date of return to school _____

Name of Parents(s)/Carer(s)

Parent 1 _____ Parent 2 _____

Telephone Number(s) _____

Address _____

_____

In order to avoid a penalty notice, I/we wish for the following exceptional circumstances to be considered. Please continue on a separate sheet if needed.

_____

_____

_____

_____

_____

_____

Signature of Parent(s)/Carer(s) _____ **Date** _____

Office Use Only			☐ **Absence authorised** ☐ **Absence unauthorised**	**Code:**
Date form received	**No. of days absence requested**	**% Attendance**	**Signed (Headteacher):**	
			Signed (PWO):	

FCAT

The best we can be