



Horton St. Michael's CE First School

Rudyard • Leek • ST13 8RU

Tel: 01538 306278

Website: www.hortonstmichaels.co.uk Email: office@hortonstmichaels.co.uk

Headteacher: Mrs Lesley Montgomery

Application for Pupil Leave of Absence from School

Full Name of child(ren) _____

Address _____

Dates applied for _____

Reason for application of proposed absence _____

Other school/s to which the request has been made _____

Signature of parent(s) / carer(s) _____

The Headteacher will consider the nature of the request before deciding whether there are exceptional circumstances that warrant authorised leave of absence.

Request seen by Headteacher/Assistant Head/Governors

Decision reached and reasons given _____

Date _____