

Kings Avenue Primary School
 Kings Avenue
 London
 SW4 8BQ
 Tel: 020 7622 1208
 Fax: 020 7498 3332



Head Teacher: Miss R Mollett

SPECIAL LEAVE REQUEST FORM

TO BE COMPLETED 2 WEEKS IN ADVANCE

Dear Miss Mollett,

Please may I have authorisation from you to take my child/ren on holiday / out of school

Child/ren Name/s	Date of Birth	Class/es	Actual Attendance % (School use only)

Dates of Holiday / Out of school:

Starting from..... Returning to school on..... Total school days absent

My reason for taking my child/ren out in term time is.....

Parent / Carers Name..... Signature..... Date.....

..... Days Authorised () Days Not Authorised ()

Head Teacher's Signature Date
 Miss Rachel Mollett

PLEASE NOTE:
 Any unauthorised leave will be referred to the Local Authority and a fine may be incurred.