

APPLICATION FOR LEAVE 1 - 4 DAYS

Date:

Dear Mrs Stockey,

I would like to request permission for my child

_____ (Child's Name) in _____ (Class)

To be absent from school from

___/___/___ to ___/___/___

To attend (insert reason here) _____

Yours sincerely

(Parent/Carer's Name)

Have you applied for any leave previously in this calendar year? YES/NO