



All Saints C of E (VA) Primary School

Hollybush Lane, Datchworth, Knebworth, Herts, SG3 6RE

Tel: 01438 812381

admin@datchworth.herts.sch.uk

Headteacher: Mr. S. Whiteland

Application for leave of absence for an appointment during school hours

NAME OF CHILD(REN)	
CLASS	

This form should be submitted to the school office in advance of the appointment unless an emergency appointment.

Date of absence: _____

Time to leave / arrive back to school: _____
(Please delete as appropriate)

In school for lunch: Yes/ No (Please circle)

I wish to apply for leave of absence for the following reason:

Signature: _____

Date: _____

FOR SCHOOL OFFICE USE ONLY	
Attendance/Absence data for this academic year as at	
.....	
Total sessions (i.e. 1/2 days) pupil absence this year:	
Total unauthorised pupil absence this year:	
Percentage of attendance this year:	
The application for leave of absence has been:	
AUTHORISED	UNAUTHORISED

Signed: _____

Date: _____

Mr. S. Whiteland (Headteacher)