



Birkdale Prep School

Leave of Absence

Boy's name: Form:

Proposed date of absence:

Reason for absence:

Signature of parent/guardian:

Date:

Approved by Head of Prep School

Date:

This form should be forwarded to the Head of Prep School giving a minimum of 2 weeks' notice. It should not be assumed that permission has been granted until the form has been signed by the Head of Prep and returned to the parent/ guardian.