

Leave of Absence Request Form

All requests for absence should be directed to the Head Master in writing (using this form, a letter, or an e-mail to headmaster@birkdaleschool.org.uk), and giving good notice wherever possible.

<i>Pupil's Name:</i> _____	<i>Form:</i> _____
<i>Full day / Morning / Afternoon</i> (delete as appropriate)	<i>or Time :</i> _____
<i>Proposed date of absence:</i> _____	
<i>Reason for absence:</i> _____	
<i>Signature parent/guardian:</i> _____	<i>Date:</i> _____
<i>*Approved by Head Master:</i> _____	<i>Date:</i> _____

*It should *not* be assumed that permission has been granted until the form has been signed by the Head Master and returned to the parent or guardian, or the Head Master has communicated by some other written means to that effect.