

233-241 Glyn Road
Hackney
London
E5 0JP



REQUEST FOR LEAVE OF ABSENCE FOR A PUPIL DURING TERM TIME

To the headteacher: (Name)

Paragon Christian Academy (School)

Would you please give leave of absence for: (Name)

To be absent from school

from:..... to:.....

Please state the reason for student's absence*:

.....

.....

.....

.....

.....

Signature of Parent/Guardian.....

Date.....

The form should then be returned to the headteacher not less than one week before the commencement of the absence.

* Definition of Leave of Absence:

- a) Medical appointments (e.g. optician, dentist, hospital)
- b) Vacation
- c) Visits to the Embassy
- d) Family emergencies
- e) Interviews
- d) Other (please state reason)