

“APPLICATION FOR LEAVE 1 – 4 DAYS”

Date:

Dear Mr Calabria,

I would like to request permission for my child

_____ (Child’s Name) in _____ (Class)

to be absent from school from

___/___/___ to ___/___/___

to attend (eg. a special family trip to America to visit relatives) _____

Yours sincerely,

(Parent/Carers Name)

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

Office Use Only

** “L” Leave code applied