Birkdale School

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.

Pupil's Name: _____ *Form:* _____

Full day / Morning / Afternoon (delete as appropriate) or *Time :* _____

Proposed date of absence: _____

Reason for absence: _____

Signature parent/guardian: _____ *Date:* _____

**Approved by Head Master:* _____ *Date:* _____

*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 Dr Owen has communicated by some other written means to that effect.