



**St. Mary's CofE Primary School  
Welham Green**

**PUPIL LEAVE OF ABSENCE REQUEST**

This form should be submitted to the School office at least 48 hours before the date of the requested planned absence.

Pupil's Name:	
Year:	

Day and date of absence:  (If not a full day, please state the times of absence)	
Reason for absence:  Please attach any relevant information or email to <a href="mailto:admin@stmarys565.herts.sch.uk">admin@stmarys565.herts.sch.uk</a> .	

Parents'/Carers' Signature:		Date:	
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For Headteacher use only	For office use only
<input type="checkbox"/> Absence authorised <input type="checkbox"/> Absence unauthorised	<input type="checkbox"/> Details entered on Arbor

Headteacher's Signature:		Date:	
Office Signature:		Date:	

Please note as per our policy, all unauthorised absence is at risk of a Fixed Penalty Notice.