

## **LEAVE APPLICATION FOR CLASS/SCHOOL**

Form must be handed in by 9AM of the day leave is being requested

To whom it may conce	ern,	
This is to kindly request	t you to grant my child/ren	
leave from school for		(reason
		(1003011
for	(minutes/hours/days).	
Note: This leave applies to	the named child/ren only (eg they may not buy lunch fo	or other
students/staff)		
Comments:		
Signed	parent/guardian Date	
Name		
	Office Use Only	_
Approved by	(staff member)	
Date		
	 Time out:	<u></u>
	Time returned:	
	Signed:	_
	(Staff member)	)

JCS Supervision Policy

Implemented: September 2019 To be reviewed: August 2021