



**LEAVE APPLICATION FOR CLASS/SCHOOL**

To whom it may concern,

This is to kindly request you to grant my child/ren

\_\_\_\_\_

leave from school for

\_\_\_\_\_ (reason)

for \_\_\_\_\_ (hours/days/weeks).

**Note: This leave applies to the named child/ren only (eg they may not buy lunch for other students/staff)**

Comments:

Signed \_\_\_\_\_ parent/guardian Date \_\_\_\_\_

Name \_\_\_\_\_

Approved by \_\_\_\_\_ (staff member)

Date \_\_\_\_\_

Name \_\_\_\_\_