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ABSENCE EXPLANATION FORM 2026

Dear Headateacher,

I am writing to formally request permission for a Leave of Absence for my child/ren, details below:

Child's Full Name: …….

Class: …….. Year group: ……

Date of Absence from: …… Date of absence to: ……
(Start date) (End date)

Type of absence: Illness / Medical ☐
(tick one) Medical / Dental Appointment ☐
Exceptional Circumstances/
Planned Leave of Absence ☐

Reason (full description): ……..

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I understand the importance of regular attendance and do not take this request lightly. We will ensure that our child/children named above will keep up to date with all work which will be set for them.

Yours sincerely,

Parent/Carer Name ……