



Hall Meadow  
Primary School



Packer Road  
Lake Avenue  
Kettering  
Northants  
NN15 7RP

Phone: 01536 417627  
[www.hallmeadow.org](http://www.hallmeadow.org)

**Headteacher:** Mrs Cassie Bodman-Knight

**Email:** [admin@hallmeadow.northants.sch.uk](mailto:admin@hallmeadow.northants.sch.uk)

## Request for Leave of Absence for Pupil

Please indicate your reason for requesting absence

Child's Name:		Class:	
First day of absence			
Last day of absence			
<b>Reason</b>	<b>Tick</b>	<b>Specific Details</b>	
Family Circumstances			
Medical Appointment			
Education Off Site			
Religious Observance			
Please attach a letter detailing reasons for leave of Absence			

### School response:

This absence will be **unauthorised** / **authorised**.

**Signed (Headteacher):**

**Date:**