



Hall Meadow
Primary School



Packer Road
Lake Avenue
Kettering
Northants
NN15 7RP

Phone: 01536 417627
www.hallmeadow.org

Headteacher: Mrs Cassie Bodman-Knight

Email: HMPS-admin@HMPS.inmat.org.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		
Reason	Tick	Specific Details
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: