



Request for Leave

Dear Mr Edmeades

I/We wish to advise that our son/daughter will be absent from school for the following dates:

STUDENT NAME: **YEAR:** **KGROUP:**

FROM/...../..... **TO**/...../.....

The reason for the absence is because our son / daughter will be taking part in:

.....
.....
.....

Please send acknowledgement to:

Parent:

Email:

Contact Number:

I / We acknowledge that our child will be marked absent from school while they are away, and Bethlehem College has no responsibility for my child's welfare for the duration of this trip.

Signed: Signed:

Name: Name:

Date: Date:

(must be signed by parent/s or guardian/s)