



**BELVOIR**  
A PRIORY ACADEMY

**STUDENT LEAVE OF ABSENCE REQUEST**

Parents/carers should be aware that Priory Belvoir Academy only supports request for leave in exceptional circumstances. It is the Parents’/carer’s right to request permission for absence but the Academy’s decision as to whether to support the request or not. There are very few instances when the Academy is able to be supportive of such requests.

Student Name .....

Student Tutor Group .....

Address .....

.....  
.....

Reason for request of absence (a covering letter explaining the reason/special circumstance is often helpful)

.....  
.....

Dates (inclusive) ..... to .....

Parent Name .....

Signature .....

**Academy Use**

Current attendance %.....

AUTHORISED

UNAUTHORISED

**Headteacher:** Mr L Newton

**The Priory Belvoir Academy**, Barkestone Lane, Bottesford, Nottingham NG13 0AX

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The Priory Belvoir Academy is part of The Priory Federation of Academies Trust. For further information please contact:

The Priory Federation of Academies Trust, Cross O’Cliff Hill, Lincoln LN5 8PW **Telephone:** 01522 889977

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