



Westfield School

Headteacher: Ms Nicki Gilbert
Chair of Governors: Eric Williams

Pupil Leave Request Appointments

Date of request:	
Name:	
Date of absence:	
Reason for request: (Appointment letters must be attached)	
Time you wish to collect your child:	
Time of appointment:	
Time expected to return to school:	
Signed:	
Date:	

To be completed by the class teacher

Recorded on SIMS:	
Signature:	
Date:	

To be completed by the Head Teacher

Authorised:	Yes/ No
Signature:	
Date:	