



To: Mr. Gerry Foley
Headmaster
Belvedere College S.J.
Great Denmark Street
Dublin 1

Date: _____

Dear Mr. Foley,

I wish to request formal permission to be absent from school for _____ school days.

From: _____ **202_** **To:** _____ **202_**

For the following reason;

Please attach additional information if necessary.

I am aware that I am required take a photo of my experiences and write a paragraph or two on what I did and whether it was of interest to me. This, with my permission, would feature on the TY page on the College website.

I am also aware that I must give a minimum of 14 days' notice of the start date of this absence.

I am also aware that this work experience is undertaken in addition to my academic responsibilities. I understand that permission is granted on the proviso that I contact each of my teachers individually and discuss how to ensure I keep up with the course.

Yours sincerely,

Student Signature

Parent Signature

Student Name:

Form Class: _____

Form Tutor: _____