

REQUEST OF LEAVE OF ABSENCE

Name: _____ Tutor Group: _____

First day of proposed absence: _____

Last day of proposed absence: _____

Number of school days requested: _____

Reason for absence: _____

Signature of Parent/carer: _____ Date: _____

Telephone number: _____ Email: _____

Address: _____

Please return this form to the Attendance Officer via the Main Office

- Under current legislation school cannot authorise holidays in term time, unless there are circumstances deemed exceptional by the Head Teacher. If you do take your child on holiday, you may receive a penalty from the local authority, regardless of your child's attendance percentage prior to the holiday
- Pupils will be expected to speak to their teachers, so they can catch up on work missed.
- If a leave of absence is for a sporting activity, please provide documentation, i.e. confirmation of acceptance from the event organisers.
- School will confirm receipt of the Leave of absence request via email
- For further information regarding holidays during term time, please refer to the Attendance Policy on the school website.

hurworth.nalp.org.uk

 Croft Road Hurworth-on-Tees DL2 2JG

 01325 720424  enquiries@hurworth.nalp.org.uk