

Leave of Absence Form

Attendance in school is vital to progress and attainment

This form must be completed and you must arrange a meeting to discuss the leave of absence with a Senior Member of Staff.

PARENT / CARER SECTION:

Surname of child: First Name:
Date of Birth: Year Group: Reg Group:
Surname of parent/carer: First Name:
Relationship to child:
Home Address:
Postcode: Telephone: Home Mobile
Reason for Request:
Destination (if applicable): Length of absence (no of school days):
First date of absence: Date due back in school:
Parent/Carer signature: Date:

PLEASE NOTE:

- In line with Government legislation, holiday absences during term time will not be authorised under any circumstances and parents may be issued with a fine enforced by the Local Education Authority.
- For holiday absences, parents/carers are required to provide evidence of booking details (e.g. flight documentation or hotel confirmations).
- If your child does not return to school on the agreed date they may risk losing their place at Witton Park.

SCHOOL SECTION:

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Date of meeting with parents/carers

Attendance History –

Total for *previous* academic year:%

Authorised Absences:%

Un-authorised Absences:%

Total for *current* academic year:%

Authorised Absences:%

Un-authorised Absences:%

SLT signature:

Date:

Attendance Office signature:

Date:

