

APPLICATION FOR ALL LEAVE OF ABSENCE FROM SCHOOL

Pupils attend school for a maximum of 190 days (380 sessions) each academic year. Full attendance is vital for your child's educational progress. The Local Education Authority expects all parents/carers to ensure that their children attend school whenever possible. Absences taken during term-time hinder academic attainment and long term opportunities for your children.

If you still wish to apply for your child to be absent from school, please complete this form and return it to school at least two weeks before the intended departure.

Thank you.

Parents' Section

Surname of child..... First name.....

Date of birth..... Class.....

Surname of parent/carer..... First name.....

Address of child.....

Postcode..... Telephone number.....

Reason for absence.....

Length of absence (number of sessions – 2 per day)

Destination.....

Date of departure..... Date due back in school.....

Emergency telephone contact.....

Parent's/Carer's signature.....

School Section

Date of meeting with parents..... or date of phone call.....

Head Teacher's Signature.....