

The Lakes School Leave of Absence Request Form

The Lakes School believes regular attendance to be vitally important and parents are asked for their active support in this matter. Leave of absence can only be granted in exceptional circumstances.

The Governors have issued the following statement about leave of absence in term time.

'Removal of students from school during term time can cause disproportionate damage to their education. It is therefore expected that parents will NOT arrange family holidays except during school holidays. While governors recognise that there may be considerable educational opportunities to be had from travel, they feel that these cases are the exception rather than the rule.'

If you remove your child from school without approval, their absence will be documented as unauthorised and the LEA will be informed, which may result in a fixed penalty notice being issued.

Part 1: To be completed by parent/carer

I am writing to ask permission for my child to be absent from school between the following dates. This absence is exceptional and I will ensure that he/she catches up on any work missed.

Name of Child	Year Group	Tutor Group

Please explain the exceptional circumstance:

This cannot be taken in school holidays because:

First date of absence	Total number of days of absence

Has your child already had leave of absence in this school year? YES/NO

Signature of Parent or Guardian	
Print Name of Parent or Guardian	
Relationship to child	

Part 2: To be completed by Attendance Officer

Current Attendance	Attendance last year	Number of days of authorised leave of absence so far this year

Part 3: To be completed by Mr Cunningham and returned to attendance officer to complete register and reply to parent.

Approved		The absence will be recorded as authorised
Not Approved		The absence will be recorded as unauthorised

Explanatory notes:

Signed		Headteacher	Date
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Title:
Author:
Date:

Path:

