

ADVANCE APPLICATION FOR LEAVE OF ABSENCE



In order to give your son/daughter the best opportunity to learn good attendance is vital. If your child is absent from school for any period, they will miss important elements of their learning.

Absence on compassionate or unforeseeable grounds (illness, bereavement, emergency medical appointments, travel disruption) should be covered by formal communication with the school i.e. e-mail, phone or letter.

Unavoidable appointments (medical, dental etc.) should be covered by this form and submitted to the school not less than one week before the initial period of absence. The headmaster would normally expect students to make medical/dental/optician appointments out of school time.

All forms should go to the Attendance Officer in the first instance.

I request permission from the Headteacher for my child to be granted Leave of Absence:

Name: Form:

Proposed Date of absence:

Reason for Absence:

Number of previous requests of this nature this academic year:

Signature of Parent/Carer: Date:

Please print name:

FOR SCHOOL USE ONLY

Attendance Record: Excellent (above 97%), Good (90-97%), Poor (less than 90%)

Is planned absence at a critical time for Student? YES/NO

Agreed/Not Agreed Date:

Absence recorded on SIMS? YES/NO