



Hebburn Comprehensive School

Leave of Absence Form

PARENTAL REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

You should be aware that any absence from school, for whatever reason, will potentially have a detrimental impact on your child's learning and progress.

Authorisation will only be granted in **EXCEPTIONAL CIRCUMSTANCES**.

Should you wish to apply for your child's absence from school you are requested to complete the section below and return the form at least 1 month prior to the planned absence to Mr R Moore, Assistant Head Teacher.

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NB: Requests received within a month of the planned absence are likely to be refused.

PUPILS NAME:	FORM:
ABSENCE REQUESTED FROM:	TO:

***Reason for this request, outlining how you believe that it meets the criterion of "exceptional circumstances":**

I request permission for my child to be absent from school on the above dates. I understand that this absence will disrupt my child's learning. I will ensure that my child returns to school immediately after the agreed last date of absence and that all work missed will be completed.

For School Use only:

SIGNED (Parent/Carer):	DATE:
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Date received:			
Attendance percentage to date over the last 3 years:	Year 1	Year 2	Year 3
Previous requests: (Please delete as appropriate)	Year 1	Year 2	Year 3
	YES/NO	YES/NO	YES/NO
Request approved/denied:			
Date parent(s) informed of decision:			
Signed:		Date:	