



Ref: Leave of Absence

Re: Application for Leave of Absence from school

Before completing the application section please read the following notes:

As a school we recognise that there is a lot of evidence identifying the strong link between good attendance and achievement. Therefore we would prefer that you do not remove your child from school during term time. Absence from school can have a serious effect upon your child's education.

North Tyneside Council has set a minimum attendance target of 95% which will be hard to achieve if time is taken from school outside the specified holiday periods. If you want to know when the school holidays are please refer to the school web site or contact the main office.

Please be aware that if there are 10 or more sessions of **unauthorised holiday** in an academic year (a session is half a day) a Penalty Warning Notice will be completed. The outcome of this will be either a warning letter or a fine.

Whilst this request for absence has been acknowledged by the school it will, nevertheless, count against your child's overall attendance.

NAME OF PUPIL.....FORM.....

Date of first day of absence..... Date of first day back at school

Reason for absence

.....
.....

Signature of Parent/Carer.....Date.....

PLEASE RETURN THIS FORM TO THE HEAD OF YEAR AS SOON AS POSSIBLE AND AT LEAST TWO WEEKS BEFORE THE LEAVE OF ABSCENCE

Official use: REPLY LETTER SENT



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