

 **LEAVE OF ABSENCE – PERMISSION REQUEST**

**To: The Headteacher,**

I, the undersigned, being the parent / carer of:

**Name(s):** ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Tutor Group(s)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Request permission that he / she be granted \_\_\_\_\_\_\_\_\_\_ days leave of absence from school for the reasons stated below.\*

From (date):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Return (date) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent / Carer :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* *Due to amendments to DfE Attendance Regulations, from September 2013, Headteachers may* ***NOT*** *grant any leave of absence during term time* ***(including family holidays)*** *unless there are* ***EXCEPTIONAL*** *circumstances.* ***Therefore leave of absence for holidays in term time will no longer be granted from 1st September 2013.***
* *Headteachers can determine the number of school days a child can be away from school* ***IF*** *the leave is granted.*

\*Details of exceptional circumstances which require leave of absence *(why leave of absence is requested in term time- continue overleaf if necessary).*

**You will be advised of the Headteacher’s decision in writing.**

***Form to be completed and returned to the Headteacher’s PA, St Thomas More R C Academy, Lynn Road, North Shields, Tyne and Wear. NE29 8LF.***