



Email: info@alvaston.theharmonytrust.org
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APPLICATION FOR LEAVE OF ABSENCE

Important Information for Parents/Carers

There is no automatic right to absence for a family holiday and this may result in your child being taken off school roll.

Requests for leave of absence should be sent to the school **no less than 4 weeks** prior to the start of the period of absence.

Flights should not be booked before leave has been authorised.

No authorisation during SATs, (including mock exams) and in the **first half term** of any new school placement will be granted unless there are exceptional circumstances.

Any leave taken without filling in a request form or entering a late request form will be unauthorised and may result in children being taken off school roll.

If you wish to discuss the matter, please make an appointment with the Headteacher/Head of school

I wish to apply for leave of absence from school to be granted to:

Name of child.....DOB..... Class.....

Dates of proposed absence: From.....To.....

Total days Requested..... Days previously taken this year.....

REASON FOR ABSENCE

.....
.....

Both parents full names-

MUMDOB.....

DAD.....DOB.....

Address

Signature of Parent/CarerDate.....

Please note taking children on holiday in term time may result in a Penalty Notice being issued by the Local Authority and the child being removed from the school roll.

FOR SCHOOL USE ONLY

Date form received..... Previous holiday? Yes/No Attendance.....

Interview offered to Parent/Carer Yes/No

Parent informed by letter? Yes/No

Authorised / Declined

No. of days authorised.....

Signed.....

Date.....