

fortismere

Application for Special Leave of Absence for Students

Please see note at the foot of the page

I should like to make an application for leave of absence from school for my child (**separate form for each child please**).

Name:	Tutor Group:
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Date (from):	Date (to):
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A total of school days (excluding weekends and school closures)

Reason for making the request

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.....

Name: (in block letters).....(Mr/Mrs/Miss/Ms)

Address:.....

.....

Phone Number:.....

Signed:..... (Parent/Carer) Date:

Please return this form to the Head of College

Head of College Comments

Are there any concerns regarding attendance, examinations, National Curriculum Tests, Parents' Evenings and other events likely to be missed? Has leave previously been granted **and if so for how many days?**

.....

.....

approved

not approved

educational visit

Signed: **Helen Glass, Headteacher**

Date:

It is school policy that except in extreme circumstances permission to take a student out of school for a holiday, trip or any other purpose will not be granted. Our aim in doing this is to ensure continuity of teaching and learning for all students. We must take into account the effect this absence would have on his/her education and ability to achieve. We must also take into account any previous absence. Failure to return to school on the specified date will result in those days being regarded as unauthorised absence and may result in the issue of a fixed penalty notice, prosecution in accordance with section 444 of the 1996 Education Act and loss of place on the roll at Fortismere.