



HAWKLEY HALL HIGH SCHOOL

Leave Of Absence Request Form

Requests for leave of absence during term time will only be granted in exceptional circumstances

A REQUEST FOR ABSENCE MUST BE MADE BEFORE BOOKING THE EVENT

NAME OF CHILD FORM

Details of Absence

Date of first day of absence

Date of Return to school

Total Number of **school** days absent

Reason for absence

I understand that keeping my child off school for any longer than agreed or if my request is not granted, will result in the absence being recorded as Unauthorised. This may result in action being taken against me for Non School Attendance.

Parent/Guardian Name:

Signature: Date:

The Headteacher will consider the following points before authorising leave:-

- ❖ The student's previous attendance history
- ❖ The age of the student
- ❖ The child's stage of education
- ❖ Time of Year (SATS/Exams)
- ❖ The nature/reasons for the absence

Office Use Only

Request approved

Request denied

Signed

Date

PLEASE BE ADVISED THAT ALTHOUGH A LEAVE OF ABSENCE HAS BEEN APPROVED BY THE SCHOOL IT WILL AFFECT YOUR CHILD'S ATTENDANCE. ANY ABSENCE OF MORE THAN 14 SESSIONS (1/2 DAYS) IN TOTAL WILL TRIGGER A MONITORING LETTER FROM THE EDUCATON WELFARE SERVICE.