



**APPLICATION FOR LEAVE OF ABSENCE FOR YOUR CHILD DURING TERM TIME: 2009/2010**

**Kingsmoor Lower School, Kingsmoor Close, Flitwick, Beds MK45 1EY.**

**Tel: 01525 712448 Fax: 01525 755544**

**E-Mail [kingsmoor@deal.bedfordshire.gov.uk](mailto:kingsmoor@deal.bedfordshire.gov.uk)**

**Website: [www.kingsmoorlowerschool.co.uk](http://www.kingsmoorlowerschool.co.uk)**

**WE WILL HELP YOU COMPLETE THIS FORM IF NECESSARY**

Please ensure that **all** boxes are completed and returned to school – thank you.

**1. OFFICE COPY:** As a parent / guardian, please complete this form and return it to School at least 2 weeks before the date when you want the period of absence to start.

Child's Name		D.O.B.:
Dates of Absence		Class:

Reason	1 Annual Family Holiday (Parents/Guardians only able to take leave in term time for the academic year <b>2009/2010</b> )	<input type="checkbox"/>
	2 Family Holiday <b>2009/2010</b> (exceptional/special circumstances) Please give details below; the school is not permitted to authorise holidays on the basis of reduced cost.	<input type="checkbox"/>
	3 Other requests for absence (sporting or cultural event, offsite educational experience/exceptional family related) please give reason below to enable request to be considered:	<input type="checkbox"/>

<b>Signed:</b>	<b>Date:</b>
<b>PERMISSION GRANTED YES / NO</b>	<b>( HEADTEACHER )</b>

**2. PARENTS' COPY** (Teacher will return via child)

**KINGSMOOR LOWER SCHOOL  
APPLICATION FOR LEAVE OF ABSENCE**

<b>Child's Name</b>	
<b>Dates of Absence</b>	

<b>Signed:</b>	<b>Date</b>
<b>PERMISSION GRANTED YES / NO</b>	<b>( HEADTEACHER )</b>

In the interests of your child's education we must point out that any absence may have consequences for the continuity in the programme of work in Years F.S. – 4.

Please note: Holiday absences which have not been agreed will be marked as unauthorised and may be referred to the Local Authority.

**3. TEACHER'S COPY** (To be kept in the classroom)

**KINGSMOOR LOWER SCHOOL - LEAVE OF ABSENCE APPLICATION.**

<b>Child's Name</b>	<b>Class:</b>
<b>Dates of Absence</b>	
<b>PERMISSION GRANTED YES / NO</b>	<b>( HEADTEACHER )</b>

The School will consider these points before authorising leave:	<input type="checkbox"/> Your child's previous attendance history <input type="checkbox"/> Your child's stage of education and ability to catch up on missed schooling <input type="checkbox"/> The time of year Assessments. <input type="checkbox"/> The nature of the request (e.g. exceptional circumstances)
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