

APPLICATION FOR LEAVE OF ABSENCE FOR YOUR CHILD DURING TERM TIME:

2011/2012

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

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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 2011/2012)		
	2 Family Holiday 2011/2012 (exceptional/special circumstances) Please give details below; the school is not permitted to authorise holidays on the basis of reduced cost.		
	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:		

Signed (Parent):	Date:
Signed (Headteacher):	PERMISSION GRANTED YES / NO

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

KINGSMOOR LOWER SCHOOL

Child's Name		Class
Dates of Absence		

Signed (Parent):	Date:
Signed (Headteacher):	PERMISSION GRANTED YES / NO

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.

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

KINGSMOOR LOWER SCHOOL - LEAVE OF ABSENCE APPLICATION.

Child's Name		Class:	
Dates of Absence			
Signed (Headteacher):	PERMISSION GRANTED YES / NO		

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