



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

Website: 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 2010/2011)	<input type="checkbox"/>
	2 Family Holiday 2010/2011 (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"/>

Signed:	Date:
PERMISSION GRANTED YES / NO	(HEADTEACHER)

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

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

Child's Name	
Dates of Absence	

Signed:	Date
PERMISSION GRANTED YES / NO	(HEADTEACHER)

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.

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

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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