



HIGHDOWN SCHOOL AND SIXTH FORM CENTRE
APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

Please read notes below and complete all sections of the form

This form is to be completed and forwarded to the Headteacher of the school. Parents/Carers have a legal duty to ensure their child's regular attendance at school. The Headteacher will only authorise in exceptional circumstances and will consider the effect on the continuity of the child's learning and overall attendance.

The application should be made **well in advance**.

Please be aware that if you take your child out of school for unauthorised activities during term time, you may be issued with a Fixed Penalty Notice. A Fixed Penalty Notice is issued for each child.

PARENTAL REQUEST TO SCHOOL TO AUTHORISE AN ABSENCE IN EXCEPTIONAL CIRCUMSTANCES

I request that leave of absence be granted to:

Name _____ Mentor Group _____

From (first day of absence) _____ to

(last day of absence) _____

Signature of Parent/Carer _____

Date _____

Have you requested leave of absence from school before? Yes / No

Are your child's punctuality and attendance both good? Yes / No

Reason for request and details about what makes this an exceptional circumstance: