



## **REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME**

|                           |  |
|---------------------------|--|
| <b>Name of Child(ren)</b> |  |
| <b>Class(es)</b>          |  |

|                                                                            |  |
|----------------------------------------------------------------------------|--|
| <b>I request permission for my child to be absent from school between:</b> |  |
| <b>First Day of Absence</b>                                                |  |
| <b>Date of Return</b>                                                      |  |
| <b>Number of School Days</b>                                               |  |
| <b>Reason for application</b>                                              |  |
|                                                                            |  |

|                                     |             |
|-------------------------------------|-------------|
| <b>Signature<br/>(Parent/Carer)</b> | <b>Date</b> |
|-------------------------------------|-------------|

|                                                                                                                                        |  |
|----------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Office use only</b>                                                                                                                 |  |
| % Attendance prior to this period of absence                                                                                           |  |
| Please note attendance of less than 90% is classed as 'Persistent Absence' by North Tyneside Council and the Department for Education. |  |

|                                                                                                                                                                        |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Headteacher Response</b>                                                                                                                                            |  |
| <p>I acknowledge receipt of your request for leave of absence.</p> <p>The absence will be recorded as authorised / unauthorised.</p> <p>Signature _____ Date _____</p> |  |