

HILLSIDE SPECIAL SCHOOL

Request for Special Leave of Absence

| Name of Child | Class |
|---------------|-------|
| | |

Requested period of absence from _____ to _____ inclusive (insert dates)

Total number of school days missed will be _____

The above absence is requested in order to:

The reason why this must be taken during term time rather than in school holiday time is:

Do you have a child at another school who will also be requesting this leave? YES / NO (please circle)

Name(s): _____ School(s): _____

I understand that any decision will be made after consideration of the Local Authority's criteria for authorising term time absence, the impact it will have upon the child/ren's education and their previous attendance record.

Name of parent / carer (please print)

Signature Date

Request for Special Leave of Absence: School Reply Slip

Permission is / is not given for _____ to be absent from school
from _____ to _____

Signed (Headteacher) Date

If you would like to receive a copy of the school's Attendance Policy & Guide to Parents, please ask the school office.