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Website: www.hurworthschool.org.uk
Chief Executive: Mr D Judson, B Ed, NPQH
Head of School: Miss N Peaker, B Sc (Hons)

REQUEST OF LEAVE OF ABSENCE

Name: _____ Tutor Group: _____

First day of proposed absence: _____

Last day of proposed absence: _____

Number of school days requested: _____

Reason for absence: _____

Signature of Parent/Carer: _____ Date: _____

Telephone number: _____ Email: _____

- Under current regulation a school cannot authorise holidays in term time, unless there are circumstances deemed exceptional by the Head Teacher.
- Provided this form is completed in advance of a holiday and a pupil's attendance is above 95% just prior to the holiday taking place, school will not refer for a penalty fine. Please note, the attendance percentage will be calculated from the start of the new school year.
- Pupils will be expected to speak to their teachers, so that they can catch up on work missed.
- If the leave of absence is for a sporting activity, please provide documentation, i.e confirmation of acceptance from the event organisers.

Please return this form to Miss Peaker, Head of School, who will respond to you directly.

FOR SCHOOL USE

Pupils attendance percentage: _____

Number of days **authorised**: _____ Number of days **unauthorised**: _____

Date parent/carers notified: _____ Comments: _____

