

West Kirby Grammar School Leave of Absence Request Form

This completed form must be submitted to school, not less than two weeks before the proposed period of absence. The school will be flexible in cases where such notice is clearly not possible. Parents/Carers are strongly advised to seek authorised absence before they book tickets. In any instances, permission will not normally be granted for planned absence lasting more than 10 school days in each academic year.

Name of Student		Form	
Proposed Dates of Absence (Inclusive)	From / / Time (if applicable):	To / / Time (if applicable):	
Reason for Absence			
Information Supporting a Holiday Request <i>i.e. evidence from employer why holiday cannot be taken during school holidays</i>	Reason why this holiday request must be taken in term time: Is this the only family holiday request during this academic year? Other exceptional circumstances or reasons:		
Departure and Return Details	<i>Please attach flight details at the time of application</i>		
Information supporting ALL Other Reasons for Absence	<i>Please attach copies of ANY correspondence relating to this request</i>		
Would your child miss any national tests or examinations?			
Has your child had leave during term- time in the last 12 months?			
Are there any other siblings? If yes please state their name and the school they attend			

Signed		Date / /
	Parent/Carer	
Signed		Authorised/not authorised
	On behalf of Headteacher Date / /	Comment:

For Office Use Only Absence Sessions to date					% Attendance	Prev. Year	
						Curr Year	
						Sessions Authorised Code Applied	

