

THE COUNTY HIGH SCHOOL LEFTWICH
REQUEST FOR LEAVE OF ABSENCE

(Please complete and return to the School Office)

The school is enabled to authorise 10 school days absence in **exceptional circumstances** if work rotas etc., dictate that parents **have** to take their holidays during term time. If parents are not living together, the request must come from the parent with whom the child resides. All requests for absence mean that your child will receive an absence mark, be it an authorised or unauthorised absence. A pupil will only receive a present mark when not physically in school if:

- On a school authorised outing.
- Representing the school at sport, music, etc.
- On Work Experience.

Pupil's Name:		Tutor Group:
Date absence To begin:	Date absence To finish:	No of School Days:
Reason for absence:		
Signed:.....Parent/Guardian Please print name Mr/Mrs/Miss Date		
Address:		
Telephone Number:		

For school use only:

AUTHORISED

UNAUTHORISED

THE COUNTY HIGH SCHOOL LEFTWICH – REQUEST FOR LEAVE OF ABSENCE

Your request for leave of absence has been AUTHORISED/UNAUTHORISED.

Pupil's Name: Tutor Group:

Date from: to No of days:

Signed:..... Date:

Head of Year