NORTHFLEET TECHNOLOGY COLLEGE

APPLICATION FOR STUDENT LEAVE OF ABSENCE

Dear Mr Gallears,

I am writing to submit a formal absence request on behalf of:

Student Name: **Year group:** **Community:**

I am the parent of _____. I am aware of the importance of attending school and I have informed my child of the importance of this. I appreciate that all absences should be avoided where possible, however, I respectfully request that _____ be permitted to miss school for _____ days. The first day of absence would be on_____ and would last until _____. The date that _____ will return to school on _____.

I accept that Headteachers may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances' and that this request is likely to be denied in accordance with legislation and that the local authority could issue a penalty notice.

PLEASE ENCLOSE AN ACCOMPANING LETTER STATING THE EXCEPTIONAL CIRCUMSTANCES REQUIRING ABSENCE FROM SCHOOL DURING TERM TIME. FORMS WILL NOT BE ACCEPTED OR PROCESSED WITHOUT AN ACCOMPANING LETTER. FORMS AND LETTERS MUST BE SENT DIRECT TO THE SCHOOL ATTENDANCE OFFICER. VIA: Attendance@ntc.kent.sch.uk or FAO: ATTENDANCE OFFICER IF POSTED

Date _____ Signature or parent/guardian _____