

Monkton Church of England Primary School



Monkton Street, Monkton,

Ramsgate, Kent CT12 4JQ

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Executive Headteacher: Paul McCarthy

Head of School: Chris Marston

Application for leave of absence of a school child.

It is necessary to inform the school of a child's intended absence at least 2 weeks before the absence occurs. The parent or guardian of the child is requested to complete this form, and forward it, before the proposed absence period, to the Head of School.

The Governing Body discourages absence from school, as it is not in the best interest of the child educationally. However, under special circumstances, they are prepared to consider a leave of absence.

It is important that the reasons for absence are stated below in order to help the school make a decision.

I wish my child..... class....., to be absent from school from to (inc), which is a total ofdays leave.

Please give the reason you wish your child to be absent from school:

I am aware that my leave of absence request may be refused and as stated in the School's Attendance Policy, the Attendance Service may issue me with a penalty notice.

Signature of the person with Parental Responsibility: Print name:

Date:.....

This section to be completed by the School Office only.

Attendance percentage this year Authorised Absence taken this academic year

Unauthorised absence this academic year

Taking this into consideration * I will / will not authorise the above absence for your child.

..... Head of School

Date:.....

