

APPLICATION FOR ABSENCE FROM SCHOOL: HOLIDAY/EXTENDED LEAVE

Name of School: Staghills Nursery School

LEA Number: 14/163

Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The Local Education Authority expects that all parents/carers ensure their children attend school wherever possible, Absence during school time hinders academic progress.

If you wish to be absent from school, please complete this form and return it to school at least two weeks before your intended departure date.

For holiday/leave of more than 10 school days, the school will arrange for you to call in to discuss your application.

Parents' Section: Surname of child: _____ First name: _____

Date of birth: _____ Year Group: _____

Surname of parent/carer: _____ First name: _____

Relationship to child: _____

Home address: _____

Post Code: _____ Telephone Number: _____

Reason for request: _____

Length of absence: _____ Destination: _____

Date of Departure: _____ Date due back in school: _____

Emergency UK telephone contact name and Number _____

Parent/carer's signature: _____

School Section Date application received: _____ UPN: _____

Date of meeting with parent/s: _____

Date enter SIMS/STAR ethnicity code: _____

Headteacher's signature: _____ Extended leave approved? Y N

Reason for decision: _____

NB: Where request is for extended leave: Headteachers please return the completed form to the Team Manager, Local Education Welfare Service.