



# Simonside Primary School

Glasgow Road, Jarrow, Tyne and Wear NE32 4AU

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Headteacher: Mrs D Scott

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Believe to Achieve

## PARENTAL REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

You should be aware that any absence from school, for whatever reason, will potentially have a detrimental effect on your child's learning and progress.

**Authorisation will only be granted in EXCEPTIONAL CIRCUMSTANCES. You MUST put a reason for absence.** The Governing Body of Simonside Primary may not authorise school days absence during yearly assessments (usually May and June) or the first 2 weeks in September. Please check with school before making any bookings.

Should you wish to apply for your child's absence from school, you are requested to complete the section below and return the form at least 1 month prior to the planned absence to Mrs Scott:

**NB: Requests received within a month of the planned absence are likely to be refused.**

<b>Child's Name:</b>	<b>Class:</b>
<b>Absence requested from:</b>	<b>to:</b>
<b>Reason for this request:</b>	

I request permission for my child to be absent from school on the above dates. I understand that this absence will disrupt my child's learning. I will ensure that my child returns to school immediately after the agreed last date of absence and that all work missed will be completed.

Signed: \_\_\_\_\_ (person with parental responsibility)

Date: \_\_\_\_\_





**FOR SCHOOL USE ONLY:**

<b>Date received:</b>	
<b>Attendance % for last academic year:</b>	
<b>Attendance % to date for this year:</b>	
<b>Previous requests (Yes/No):</b>	
<b>Request approved/denied:</b>	
<b>Any other comments:</b>	
<b>Date parent(s) informed of decision:</b>	
<b>Signed:</b>	
<b>Date:</b>	