



Believe to Achieve

# Simonside Primary School

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

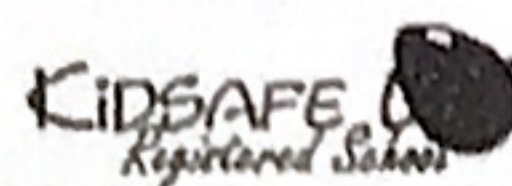
You should be aware that any absence from school, for whatever reason, will potentially have a detrimental effect on your child's learning and progress.

Authorisation will only be granted in **EXCEPTIONAL CIRCUMSTANCES AND NOT FOR THE PURPOSES OF A FAMILY HOLIDAY. YOU MAY BE ISSUED WITH A PENALTY NOTICE OR PROSECUTION IN THE MAGISTRATES COURT SHOULD THE UNAUTHORISED ABSENCE GO AHEAD. WITH EFFECT FROM 19.08.24 NEW LEGISLATION STATES:**

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 the Head Teacher.

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

<b>PUPIL NAME:</b>	<b>DOB:</b>
<b>ABSENCE REQUESTED: FROM:</b>	
<b>TO:</b>	
<b>*REASON FOR THIS REQUEST:</b>	





I/WE request permission for my child to be absent from school on the above dates. I/WE understand that this absence will disrupt my child's learning. I/WE 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 (FIRST Parent/Guardian):	DATE:
SIGNED (SECOND Parent/Guardian):	DATE:
Address of both parent/s or guardian/s:	

**For School Use Only:**

<b>Date received:</b>			
<b>Attendance percentage to date over the last 3 years:</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>Previous requests:</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
(Please delete as appropriate)	YES/NO	YES/NO	YES/NO
<b>Request approved/denied:</b>			
<b>Date parent(s) informed of decision:</b>			
<b>Signed:</b>		<b>Date:</b>	

