

# NORTHUMBERLAND

## COUNTY COUNCIL

### APPLICATION FOR LEAVE OF ABSENCE OF CHILD FROM

#### NORTHBURN PRIMARY SCHOOL

I, the undersigned, being the parent or guardian of:

Name of Child: .....

Address: .....

Request that he/she be granted leave of absence from school to enable him/her to:  
(please explain reason for absence)

.....  
.....

I understand and accept the following:

- **A pupil who has 10 days unauthorised absence will only attain 94.7% attendance.**
- **The class teacher will not provide or mark work for/or during this absence.**
- **Full responsibility for my child not reaching their personal targets as a result of this absence.**
- **My child's friendship group may be affected.**
- **The class teacher will not be able to provide work your child may have missed during this absence.**

From (1<sup>st</sup> day of absence).....To (last day of absence).....

Class ..... Year Group.....

Date .....

Signature of Parent/Carer

This form is to be completed by the Parent/Carer and forwarded to the Headteacher of the school which the child attends, before the period for which leave of absence is requested.

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#### **Reply to Application for Leave of Absence**

Name of child.....Class.....

Your application for the leave of absence of your son/daughter from .....

.....to ..... is/is not authorised.

Date .....

Signature of Headteacher.....

Northburn Primary School

