



**LEAVE OF ABSENCE**



The Bulmershe School will not approve any absence in term time, except in special circumstances. Please complete the section below and return to the Headteacher **at least one month** before the requested absence. School will endeavour to respond to your request within 5 working days via the Attendance Office. Your child will be expected to collect and complete all missed work. (Please visit the school website [www.thebulmersheschool.com](http://www.thebulmersheschool.com) for detailed information regarding leave of absence).

**Please be aware that if holidays are taken without approval, this information will be passed to our Education Welfare Officer and a Penalty Notice may be issued without further warning. Payment of a Penalty Notice within 21 days is £60, between 22 and 28 days is £120.**

Student's Name: ..... Tutor Group: .....

Absence Period from (1st day of absence): .....to (return date to school): .....

Number of school days to be missed: .....

Signature of Parent/Guardian: ..... Date: .....

Name of Parent/Guardian (please print): .....

Address: .....

Siblings at other schools: Name: ..... School: .....

Name: ..... School: .....

**A detailed letter explaining the reason for absence needs to be attached to this form and sent to the Headteacher for consideration. If the absence is for religious observance, please include the name and contact details of your place of worship.**

**School use only**

Attendance: .....% Unauthorised absence: .....% Authorised absence: .....%

Previous Year's Attendance: .....%. Has holiday already been taken this school year? Yes / No

Has request for leave of absence been approved? YES / NO

Headteacher's Signature: .....