



Application for Leave of Absence

Haute Vallée School in line with the Education Department, do not authorise leave during term time except in **exceptional circumstances**.

Student's full name:	
Year / Form Group:	

Number of school days requested:	Days in total:	First day of absence:	Return date to School:
Reason for Request: (Please give as much detail as possible). If your reason is of a personal nature please call and speak in confidence with the Education Welfare Officer on 736524.			
Siblings in other Schools: (do you have other children that you are requesting leave for at the same time?)	Name of Sibling:	Name of School:	

Signed (Parent/Carer) Date

For Office use only			
Current year Attendance:		Previous year Attendance:	
Leave already taken: (current year):		Leave already taken: (previous year):	
Leave authorised:	YES / NO		
Signed:		Date:	
Parent Informed:	YES / NO		Form of communication:

**We strongly advise that parents do not book leave during term time.
If UNAUTHORISED leave is taken this may result in further action being taken by the Education Welfare Service**

**Please complete and return to the School Attendance and Education Welfare Officer
Ms V Frederick**