

Bankwood Community Primary School

Encouraging pride, progress and responsibility

Bankwood Close
Sheffield
S14 1LW

Headteacher: Mr Tony Turner
Deputy Headteacher: Mrs Wendy Edwards

Telephone: 0114 2396711 / 2494129

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web-site: www.bankwood.sheffield.sch.uk
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Application for leave of absence for purposes other than an annual holiday

There are some circumstances, other than a holiday, for which we are permitted to authorise absence from school. These are:

- days of religious observance
- family bereavement
- taking part in a licensed public performance
- special occasions - these have to be genuinely special i.e. a family wedding or an invitation to tennis - coaching with a national figure. We include in this category taking part in sports activities which cannot take place in out of school hours: in this area this often seems to mean ice-skating competitions.
- examinations - ballet, music, school entrance

NB. In deciding whether to authorise absences we will consider the time of year for the absence, your child's overall attendance record and general progress in school.

To the Headteacher, Bankwood Community Primary School, Sheffield

Child's name Class

I apply for leave of absence for my child for purposes other than a family holiday.

Dates for which leave of absence is requested:

From: To: Number of school days

(first day of absence) (last day of absence)

Have you previously had leave of absence for this child in this school year? YES/NO

(If YES, please give dates))

Please give the reasons for this absence request:

Date: Signed

(Parent/Guardian)

For school use only

Approved / Not Approved

Leave of absence approved / not approved

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To the parent(s) of:

.....

(child's name)

Thank you for your application for leave of absence

For school days, from To

Having considered your application carefully, my decision is:

Leave of absence is APPROVED (the absence will be recorded as authorised*)

Leave of absence is NOT APPROVED (the absence will be recorded as unauthorised*)

.....

*Absences have to be recorded as authorised or unauthorised in the school register and the child's annual report. The school is required to publish annually statistics on authorised and unauthorised absence.

Signed: Date:

(Headteacher)