



## Leave of Absence

Leave can be requested for circumstances such as medical appointments, religious attendance and other exceptional circumstances at the discretion of the Head Teacher and Stockton-On-Tees Borough Council's Attendance and Inclusion Service. Please note that leave requested for holiday will only be authorised if satisfactory evidence of exceptional circumstances can be provided.

Leave taken without prior consent may be recorded as unauthorised, please wait for confirmation of your request. In the case of emergencies, please contact the Head Teacher (if unavailable please speak to a senior member of staff) at the earliest available opportunity.

Name of Child:	Class Teacher:	Year Group:
Address:		
Reason for Absence:		
<i>Please note you may be asked to discuss this with the Head Teacher and may also be asked to provide evidence such as documentation.</i>		
First date of absence:	Last day of absence:	
Name of person applying for permission:	Signature of person applying for permission:	
Relationship to the pupil:	Date of application:	

## Leave of Absence

Name of Child:	Class Teacher:	Year Group:
Permission granted		
Permission refused		
Further information required	Evidence/consultation with Absence Service/discussion with applicant	
Head's Signature:	Date:	