

WIRRAL COUNCIL – CHILDREN & YOUNG PEOPLES SERVICES

APPLICATION FOR LEAVE OF ABSENCE OF CHILD FROM SCHOOL
PENSBY HIGH SCHOOL FOR BOYS – A SPECIALIST SPORTS COLLEGE

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

Name of Child: _____ Form: _____

Full Address: _____

_____ Post Code: _____

desire that he be granted leave of absence from school (give dates) from ___/___/___ to ___/___/___ **inclusive**, to take an annual holiday or _____ (other reason)

Reason for request during term time rather than school holidays (must be completed):

Signature of Parent/Carer: _____

Date: _____

Please return this form to Mr. P. Sheridan, Headteacher, to sign once completed.

This application is/is not* approved. *(Delete as appropriate)

Headteacher: _____ (Mr. P. Sheridan) Date: _____

This form is to be completed by the Parent or Carer and forwarded to the Headteacher of the school **before** the period for which leave of absence is desired. Confirmation will then be sent to you by Mr. D. Stenhouse, school Attendance and Examinations Officer.

Notes for Parents:

1. The regulations made by the DCSF provide that if a parent or carer desires the pupil to take an annual holiday, leave of absence for not more than **ten days in any school year** may be granted. This must also be for good reason.

2. **Parents/Carers do not have an automatic right to leave of absence.**

Permission is only given at the Headteacher's discretion

3. Parents must avoid requesting leave of absence for their child during the period of national examinations (usually May/June – parents should check the school diary issued at the beginning of term to every student or our website for exact dates.

PENSBY HIGH SCHOOL FOR BOYS - LEAVE OF ABSENCE RECEIPT CONFIRMATION
(This slip to be returned to parent/carer via child to confirm this form has been received by school)

I have received your request for leave of absence for your son _____
Please notify me if there are any alterations to the dates you have supplied me with. **Please retain this receipt as confirmation that you have notified the school.**

Signed: _____ Mr. D. Stenhouse, Attendance and Exams Officer

Date: _____ Entered onto SIMS system:

Date(s) of absence: _____ (inclusive)

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