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Student Centre: **01684 851815**
Attendance Officer: **01684 851806**

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Tewkesbury School

a specialist Technology & Language College

Head Teacher **John Reilly** MA(Oxon)

LEAVE OF ABSENCE REQUEST FORM

Please Note

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid.

Student: TG:

I should like the above named student to be granted leave for the period:

From: To :

In order that they may accompany me for the following reason:

Signed & Dated: (Parent/Guardian/Carer)

This form must be completed by the parent/guardian or carer and forwarded to the Attendance Officer not less than 6 weeks before leave is due to begin. Should the leave of absence be declined a response will be issued within 5 days of receipt of the leave request form.

Should a period of leave of more than 10 days in any one calendar year be required, the Headteacher should be contacted in writing not less than 6 weeks before the absence is due to begin.

Students are expected, as it is to their benefit, to catch up as much missed work as is practicable. Holiday will not be authorised for students with a low level of attendance or during either public or school exam periods.

