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Chief Executive: Mr D Judson, BEd, NPQH
Head of School: Mr N Lindsay, BA (Hons), NPQH

REQUEST FOR LEAVE OF ABSENCE

Name of Pupil: Form Group:

First day of proposed absence:

Last day of proposed absence:

Date that pupil will return to school:

Number of school days requested:

Reason for absence:

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Signature of Parent/Carer: Relationship to pupil: Date:

Telephone number: Email:

- Under current regulations a school cannot authorise holidays in term time, unless there are circumstances deemed exceptional by the Headteacher
- Provided this form is completed in advance of a holiday and a pupil's attendance is above 95% just prior to the holiday taking place, school will not refer for a penalty fine*
*Please note, however, that following recent Covid-19 disruptions to our pupils' education, **all** holidays taken during the first two terms will be subject to a penalty fine
- Pupils will be expected to speak to their teachers, so that they can catch up on work missed
- If the leave of absence is for a sporting activity, please provide documentation, i.e. confirmation of acceptance from the event organisers

Please return this form to Mrs Brown, Attendance Manager, who will respond to you directly.

