



HAWRIDGE & CHOLESBURY CHURCH OF ENGLAND SCHOOL

Hawridge, Chesham, Buckinghamshire HP5 2UQ

Telephone: 01494 758368 Fax: 01494 758629

Email: office@hcschool.uk

Website: www.hawridge-cholesbury.bucks.sch.uk

Headteacher: Mrs Rosie Phillips

Application for Leave of Absence

Please note; parents are expected to take family holidays during school holidays
Having a good education will help to give your child the best possible start in life. If your child is absent for any period, he or she may miss essential elements of their learning programme.

Name of child:

Class:

Proposed dates of absence from: **to:**

Details and reasons for the proposed absence:

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Parent/Guardian's signature Date

Please note:

As per our attendance policy, which can be found on the school website, parents do not have an automatic right to remove their child from school during term time for the purpose of a holiday and are strongly advised not to do so.

If the permission to take leave is not granted and the pupil is absent, the absence will be **unauthorised**. In such cases the school may refer the matter to the County Attendance Team who may issue a Penalty Notice.

Response from the school:

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Signature Date