



LUTTERWORTH HIGH SCHOOL

Where Learning Comes First

REQUEST FOR STUDENT LEAVE OF ABSENCE

Name of Student:		Form/Tutor Group:
Date of Holiday:	From:	To:
Please note:	<ul style="list-style-type: none">• Leave would only be granted where exceptional circumstances exist.• Requests will be refused if your child already has a poor record of attendance or if national tests are taking place at the time of the leave.• Any leave taken without prior consultation with the school will be marked as 'unauthorised absence'.• Days taken in excess of any agreed period will be marked as 'unauthorised absence'.• Leave taken without authorisation may result in parents being issued with a Penalty Notice from the Local Authority, more details can be found at www.leics.gov.uk.• KS4 students (Year 10/11) must not apply for leave, if at all possible, as we do not know all of the possible exam related dates for this academic year. We cannot guarantee your child will not miss these vital entries or indeed mock exams when applying for leave. Failure to attend these may affect your child's GCSE results.	
Please indicate the reasons why this leave could not take place in the course of the normal holiday pattern. Please provide as much information as possible relating to the exceptional circumstances:		
Please provide details of any siblings who attend a school in Leicestershire: Name(s): _____ School(s): _____		
Signed: Print name: _____ Telephone contact number: _____ Date: _____ <small>Signed by the person with legal responsibility for the young person.</small>		

Headteacher: Julian Kirby LL.B M.Ed

Deputy Headteacher: Amy Hunter. Assistant Headteachers: Kay Cowling, Richard Salter, Natalie Tebbatt.

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