This form must be given to the Personal Tutor responsible for the student

**at least four weeks** before the requested leave of absence.

**Thomas Telford School**

**Sporting Activity Application for Student Leave of Absence**

**2024-2025**

 Parent’s Name and Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Club’s Name and Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Regular and full attendance is essential if students are to benefit fully from *the education* offered to them at Thomas Telford School.

If, after serious consideration, you wish to apply for your child to be absent from school **please complete and sign the section below and attach a signed club letter confirming all details.**

**Please include detailed itinerary of sporting trip/activity within the signed club letter, e.g. training 9.00am-12.00pm or team visit 12.00pm-3.00pm.**

Application Approved Application not Approved

Any special comment for the letter to parents:

Signature of Head of Year

responsible for Attendance: Date:

Signature of Deputy Head

responsible for Attendance: Date:

Code Advised by Deputy Head responsible for Attendance: \_\_\_\_\_\_\_\_\_\_\_

Letter sent Date:

Comment from Personal Tutor

Date Received from Parents:

Overall % attendance to date:

Signature of Personal Tutor Date:

Having read the above I wish to apply for leave of absence for my child.

This is because: **(Please give details of circumstances)**

Parent’s Signature:­­­ Date:

Club Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the event that we may need to discuss this with you, please give numbers where we may telephone you.

Home:­­­­ Work:­ \_Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of days leave requested:

Date (s) from:­­­­ to: inclusive

Student Name:­­­

Teaching Group:­­­­ Personal Tutor:­ \_\_\_\_\_\_