

# Thomas Telford School

## Sporting Activity Application for Student Leave of Absence

### 2026-2027

Student Name: \_\_\_\_\_

Year Group: \_\_\_\_\_ Personal Tutor: \_\_\_\_\_

Number of days leave requested: \_\_\_\_\_

Date (s) from: \_\_\_\_\_ to: \_\_\_\_\_ inclusive

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.

Before submitting a request, parents and carers are advised to read the School's Attendance Policy, available at [www.ttsonline.net](http://www.ttsonline.net)

If, after careful consideration, you wish to apply for a leave of absence for your child, **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.**

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: \_\_\_\_\_

Date Received from Parents: \_\_\_\_\_

Overall % attendance to date: \_\_\_\_\_

Signature of Personal Tutor \_\_\_\_\_ Date: \_\_\_\_\_

Application Approved

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Application not Approved

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Any special comment for the letter to parents:

Signature of Head of Year: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Attendance Lead: \_\_\_\_\_ Date: \_\_\_\_\_

Code Advised by Attendance Lead: \_\_\_\_\_

Letter sent \_\_\_\_\_ Date: \_\_\_\_\_