



Kingsdown School

Snakes Lane, Southend-on-Sea, Essex SS2 6XT Headteacher: Louise Robinson

☎ 01702 527486 ✉ office@kingsdown.southend.sch.uk 🌐 www.kingsdownschool.org

APPLICATION FOR LEAVE OF ABSENCE DURING SCHOOL TERM

In order to take leave of absence during school time you must first get permission from the Headteacher. Parents should not normally take their children on holidays during term time, however, all requests will be dealt with separately and once the Headteacher has authorised the leave of absence confirmation will be sent.

Please complete the following information and return it to the school office.

Name of child		
Date of birth		
Class		

First date of absence		
Date of return to school		
Number of days in total		

Reason for absence being taken in school time	
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Name: _____ Signature: _____

Date: _____ Relationship to pupil: _____