



## Leave of Absence from School Request Form

Student Details		
Name	Year	Form Class
Address:		
Contact Numbers:	Parent Email:	
<b>I request permission for my son to be absent from school between: -</b>		
Date of First Day of Absence From School	Date of Return to School	Total Number of School Days Absent
<b>Please detail below the reason for your request for absence from school in term time. Any supporting information should be attached to this request. <i>Please read carefully the Additional Information for Parents which is attached.</i></b>		
Signed: (Parent/Caregiver)		
Name:	Date:	
<b>Please return this form to the Principal 4 weeks in advance of required leave: info@liston.school.nz</b>		



# Leave of Absence from School Request

## Additional Information for Parents

Parents should not plan for their son to be absent from school.

**Requests for a planned leave of absence under exceptional circumstances should be made at least 4 weeks in advance of the start date of the requested absence, by completing the Leave of Absence Request Form. The Principal cannot retrospectively authorise a planned absence.**

The following will not be deemed to be exceptional circumstances:

- Family holiday
- Availability of less expensive holiday
- Availability of holiday accommodation
- Overlap with the beginning or the end of a term or a half term

In deciding whether to allow parents/caregivers to take their son(s) out of school in term time, the Principal will consider factors such as:

- Purpose of absence
- Circumstances of the request
- Amount of time requested
- Nearness of assessments
- Overall attendance record
- Any previous term time holiday absences

Taking holidays in term time will affect your son's learning as much as any other absence and we expect parents to understand this importance and support us by not taking their son(s) away in school time.

Support and guidance on attendance is always available and if you have any questions about this, or if you need help to achieve an improvement, then please contact the school to discuss this.