



**Russell House**

**Application for Leave of Absence (v.11/11/22)**

The school understands that certain planned absences are unavoidable. e.g. doctors appointments. In the Main school especially, for the children to get the best out of their time, parents are asked not to take children out during term time. In certain circumstances permission may not be granted. In this case a subsequent absence will be marked as “unauthorised” in the register.

Please complete the form below and return it to [schooladministrator@russellhouse.kent.sch.uk](mailto:schooladministrator@russellhouse.kent.sch.uk) for consideration by the Headmaster. This will then be returned to you.

Name of Child: .....

Form: .....

I would like permission to take our child out of school:

On ..... (date)

from ..... to ..... (times or leave blank if all day)

because.....

(for secondary school visits please state which school here.....)

I understand that, as this is a planned absence during term time, teachers are not required to prepare work especially though it may be convenient, or they may choose to do so.

Parent Signature .....

Date .....

Leave of Absence has been granted

Leave of Absence has not been granted...

- Because there is a clash on the calendar with a major school event, please reconsider
- But it is understood that you will go anyway but the children should really be in school
- More information is required please contact the school administrator

Signed.....(Headmaster)

**For office use only:**

Parent Copy

Form Teacher

File

PASS

Calendar