



Park End Primary School

Tel: 01642 314309

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Overdale Road
Park End
Middlesbrough
TS3 0AA

Headteacher: Julia Rodwell
Deputy Headteacher: Sharon Armes

Notification of Leave of Absence in Term Time

By taking your child out of school during term time for a holiday their attendance rate at school will be affected and this can have a detrimental impact on their progress in school. The attendance target for children attending Park End School is 96% or above. If your child's attendance rate falls below 90% and there is no sign of improvement the school will seek support and advice from the Local Authority Education Welfare Service.

All requests for holidays are recorded as an absence on the school register.

I wish for my Son/Daughter to take time off school during term time. I understand that this will result in him/her missing part of their education.

Name of child Class

First day of absence Last day of absence

Date of return to school Total number of days missed

Please give your reason for requesting leave of absence in term time

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Destination

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Adult accompanying child

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Signed (Parent) Date

Office use only

Office:

Headteacher:

PSA:



Healthy Schools

