



Application for Leave of Absence

Haute Vallée School in line with the Education Department, do not authorise leave during term time except in **exceptional circumstances**.

Student's full name:	
Year / Form Group:	

Number of school days requested:	Days in total:	First day of absence:	Return date to School:
Reason for Request including destination: (Please give as much detail as possible). If your reason is of a personal nature, please call and speak in confidence with the Attendance Administrator on 736524.			
Siblings in another Schools: (do you have other children that you are requesting leave for at the same time?)	Name of Sibling:	Name of School:	

Signed (Parent/Carer) Date

For Office use only			
Current year Attendance:		Previous year Attendance:	
Leave already taken: (current year):		Leave already taken: (previous year):	
Leave authorised:	YES / NO		
Signed:		Date:	
Parent Informed:	YES / NO		Form of communication:

We strongly advise that parents do not book leave during term time. If UNAUTHORISED leave is taken this may result in further action being taken by the Education Welfare Service

Please complete and return to the Attendance Administrator in the school office.

Headteacher Mr S J Hughes, BSc (Hons) NPQH

Deputy Headteacher Mr R Allsopp BSc (Hons) **Deputy Headteacher** Miss S Quenault BA (Hons)

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