



**THE NORTON
KNATCHBULL**
SCHOOL

The Norton Knatchbull School,
Hythe Road, Ashford, Kent, TN24 0QJ
Headteacher: Mr. B. Greene, BA (Hons), NPQH

t: 01233 620045
e: information@nks.kent.sch.uk
www.nks.kent.sch.uk

APPLICATION FOR LEAVE DURING TERM TIME

To be completed only by parent or carer

STUDENT NAME:
FORM GROUP:
DATE:

I wish to apply for leave from school for my child/ward for the following days:
(Note that 15 days' notice prior to the first day of the absence are required.)

LEAVE DATE:
HOW MANY ACADEMIC DAYS:
DATE RETURNING TO SCHOOL ON:
MY PROPOSED DESTINATION IS:

Please give a full explanation of why this request for leave had been made:

NAME OF PARENT/CARER:
ADDRESS:

CONTACT PHONE NUMBER:
PARENT/CARER SIGNATURE:

This form must be returned to the Attendance Officer – Mrs S Lunn

Alternatively, this form may be emailed to Mrs Lunn at studentabsence@nks.kent.sch.uk

OFFICIAL USE:

Approved
Deputy Headteacher
Signed:

Not Approved

Date:

Benefactorum Recordatio Jucundissima Est

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