



## Metropolitan Borough of North Tyneside Application for Leave of Absence from College

Mr David Baldwin  
Headteacher  
Churchill Community College  
Churchill Street,  
Wallsend  
Tyne & Wear  
NE28 7TN

Tel: 0191 2347200

I, the undersigned, being the parent/guardian of:

(name of child) ..... Tutor Group .....

desire that my son/daughter be granted leave of absence from College (Given Dates)

from: ..... to .....

Signed: ..... Date: .....  
(signature of parent/guardian)

This form is to be completed by Parent/Guardian and returned to the College office before the period of absence is desired.

NOTE: The Headteacher is able to grant up to 10 school days leave of absence per College year for family holidays during term time. If a holiday is granted this will be an absent mark. For example, 10 days holiday in term time would mean your child's attendance would be down to 95%. Each request can only be judged on a case basis taking into account individual circumstances, such as the child's attainment, and ability to catch up. This holiday will be granted at the Headteachers discretion.

Churchill Community College request all parents to avoid, if possible withdrawing students from College during term time

Checked by  
Attendance Team

Permission granted  
by Headteacher

Received by  
Learning Coordinator