

Leave of Absence (LOA) Procedure

Parents applying for leave during term time must fill the LOA form.

- The form is available on the school website under Parents/ Attendance tab.
- If you are unable to access the form, please contact the school office.
- Please submit the completed LOA form by email to AHS.primary@avanti.org.uk.

APPROVED

- The office staff will notify the parents by **email** with in 48 hours.

DISAPPROVED

- The office staff will notify the parents by **email** within 48 hours.
- If unapproved leave is taken, School Attendance Support Officer from Harrow admissions will be notified.