



APPLICATION FOR LEAVE OF ABSENCE FROM ST. MARY'S CATHOLIC PRIMARY SCHOOL

Pupils attend school for a maximum of 190 days each academic year.

Regular attendance is vital for your child's education progress. The Local Education Authority expects that all parents/carers ensure their children attend school whenever possible. Absence during school time hinders academic progress. The DfE have advised that leave in the term time will only be approved for **exceptional circumstances**.

If you wish your child to be absent from school, please complete this form and return it to school at least two weeks before your intended departure date. Thank you.

For holiday/leave of more than 3 school days, the school will arrange for you to call in to discuss your application.

Surname of child				First name			
Date of birth				Class			
Surname of parent/guardian				First name			
Relationship to child							
Address of child							
Postcode				Telephone No.			
About the request for your child's leave of absence	Reason for Absence						
	Total number of school days			From:		To:	
	Would he/she miss any national tests or examinations?						Yes/No
	Has he/she already had leave during term-time this school year? (If so, please give dates and number of school days leave)						Yes/No
Did he/she have leave of absence during term-time in the previous school year?							Yes/No
Emergency telephone contact number							
Siblings name(s) and school(s) attended – if relevant							
Parent/Guardian Signature							

School section

Application of absence approved?	Yes	No
Headteacher's Signature		