



HOLY ROSARY CATHOLIC PRIMARY SCHOOL

APPLICATION FOR LEAVE OF ABSENCE

To apply for a child to be granted leave from school parents should complete this form and return it to school for consideration well in advance of the proposed leave and before committing to any expense. Upon receipt of a request the Headteacher will make a decision as to whether to authorise the absence, being mindful of government regulations and LA guidance.

Name of Pupil(s) Class(es)

First date of absence: Date of return to school:

Total number of **school days** that will be missed

Please provide information regarding the "exceptional circumstances" supporting this application for leave:-

The Headteacher will consider the following points before authorising leave:

- The child's previous attendance history
- Has the child had leave of absence during term time in the previous school year
- The age of the child
- The children's stage of education
- The time of year (ie during the month of September or any other transition period, at the time of Key stage tests or exams)
- The nature of the absence

I make application for my child/children named above to have leave of absence from school for the reasons stated. I understand that if this is not authorised, the absence will be treated as unauthorised and may lead to the issue of a Penalty Notice.

Signature of parent/carer Date

RESPONSE TO REQUEST FOR LEAVE OF ABSENCE

To parent/carer of

In response to the above request, I can confirm that days have been authorised

..... days have been unauthorised

MRS C MORRIS

Headteacher

Date