

St. Mary's RC Primary School



Request for Leave of Absence in Exceptional Circumstances

Name of Pupil: \_\_\_\_\_

D.O.B: \_\_\_\_\_ Class: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

First Date of Absence \_\_\_/\_\_\_/\_\_\_  
(day/ month/year)

Last Date of Absence \_\_\_/\_\_\_/\_\_\_  
(day/month/year)

Number of days \_\_\_\_\_

I wish to apply for leave of absence for my child (reason for request):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_

I understand that the granting of leave of absence during term time will be in exceptional circumstances only and that the Headteacher will determine the period of absence.

For Office Use Only:

Leave Approved: Yes/No Number of days granted \_\_\_\_\_

First Date of Absence \_\_\_/\_\_\_/\_\_\_ Last Date of Absence \_\_\_/\_\_\_/\_\_\_  
(day/ month/year) (day/month/year)

Reason for Decision \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ (Headteacher) Date: \_\_\_\_\_

Attendance Code - Entered on Sims - Date -