



St Edward's Catholic Primary School

REQUEST FOR AUTHORISED LEAVE OF ABSENCE FROM SCHOOL

Any absence from school has a detrimental effect on a child's education and a request for a leave of absence will only be granted in 'exceptional' circumstances.

Holidays will not routinely be considered an exceptional circumstance.

PUPIL DETAILS

NAME:

Date of Birth:

Class/Teacher:

Start date of requested leave of absence:

Date of return to school:

Please give the 'exceptional circumstances' for requesting this leave of absence during term time:

I understand that keeping my child off school if my request is not granted, will result in the absence being recorded as unauthorised.

This may result in a Penalty Notice being issued to me by the Local Authority for the non attendance of my child at school.

Parent/Guardian Name:

Signature:

Date of Request:

Office Use

Seen by:

Request granted / Request denied

Date: