

**ST MARY ABBOTS SCHOOL
APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME**

THIS FORM MUST BE COMPLETED BY THE PARENT/GUARDIAN AND FORWARDED TO THE HEADTEACHER WELL IN ADVANCE OF THE PERIOD OF ABSENCE

Please note: 'No parent can demand leave of absence for the purpose of a holiday as of right'
(DFES SCHOOL ATTENDANCE (Policy and Practice on Categorisation of Absence 1994))

NAME OF PUPIL	DATE OF BIRTH	CLASS

REASON FOR ABSENCE (Please explain in full the reason for this request and attach copies of any supporting documents)

Date Absence Begins:

Date Child Returns to School:

Number of School Days child will be absent from school:

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.....

Parent/Guardian's signature

Date

FOR SCHOOL USE ONLY

The total period of days absence is authorised YES/NO

The period of 10 days is authorised but the remaining period of days is unauthorised.

The period of absence is unauthorised and will be referred to the Education Welfare Service YES/NO

The period of absence is unauthorised YES/NO

Comments:

DECISION OF HEADTEACHER

The total period of days absence is authorised

YES NO

The period of 10 days is authorised but the remaining period of days is unauthorised.

The period of absence is unauthorised and will be referred to the Education Welfare Service.

The period of days is unauthorised.

Signed
Headteacher

Date