

Sacred Heart Catholic Primary School

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

New Government Regulations stipulate that family holidays must only be taken during the school holidays. The Headteacher will NOT grant any leave of absence during term time unless there are exceptional circumstances.

If you wish to apply for your child to be absent from school, please complete this form and return it to the school office at least **2 weeks** prior to the desired absence.

The Headteacher will then invite parents/carers to school for an interview to discuss the request. Please note that if the form is not returned to the school at least two weeks before the due absence it will not be authorised.

PARENTS SECTION	
Surname of Child:	First Name:
Date of Birth:	Class:
Address of child:	Telephone No:
Postcode:	
Destination:	
Reason for absence:	
Date of Departure:	Date due back to school:
Length of absence (number of school days):	
Parent/Guardian Signature:	
Name of Parent:	Date:

SCHOOL SECTION (OFFICE USE ONLY)	
Absence Request Received on:	Extended leave approved? YES / NO
Meeting with Parents Requested YES / NO	Date of Meeting:
Headteacher's Signature:	Date:
Please note that the Headteacher's decision will be recorded and copies will be placed on the pupil's record. Should your application not be approved any absences will be recorded as unauthorised and the County Attendance & Education Officer will be notified.	

Ethnic origin of child	White		Black Caribbean	
	Black African		Black Other	
	Indian		Pakistani	
	Bangladeshi		Chinese	
	Any other ethnic group			