



St Cuthbert's RC Primary School
Application for Leave of Absence during Term Time

PUPIL DETAILS

NAME:	D.O.B	CLASS
ADDRESS:		

LEAVE OF ABSENCE DETAILS

START DATE OF REQUESTED ABSENCE :	
END DATE OF REQUESTED ABSENCE :	
RETURN TO SCHOOL DATE:	
TOTAL NUMBER OF DAYS REQUESTED:	
REASON FOR LEAVE OF ABSENCE REQUEST:	
NAME OF PARENT/CARER (PLEASE PRINT):	
SIGNATURE	DATE:

ATTENDANCE INFORMATION FOR PARENTS
(School use only)

Your child's attendance for the past 12 months	
Low	94% & below
Average	94.1% - 95%
Above average	95.1% - 97%
High	97.1% & above
For school use only	
Previous leave total for this academic year	
Given above information, is the absence approved ?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Signature of Headteacher	
Date	
Register Code to be used for this absence	

To Parent/Carer of

Your leave of absence request has been Authorised Denied

This request cannot be authorised because:

- We cannot authorise holidays taken in term time.
- Please read attached letter

If you go ahead, your child's absence will be recorded as unauthorised and you may be subject to a fine from the Local Authority.

5th February 2016

TERM TIME ABSENCE FORMS

Dear Parents/Carers,

The government states that holidays should not be taken during term time. At times holidays or occasions do occur. Unless there are exceptional circumstances, the government guidelines state that we cannot authorise any holidays in term time. If the holiday request is requested under exceptional circumstances we require proof of this. We need to make you aware the total number of days requested may not be authorised and you may be subject to a fine from the local authority.

From today, we are asking that parents complete the attached form if you would like to apply for leave of absence during term time, as opposed to writing a letter. The first two sections are to be completed by parents. The final section will then be completed by the school before a decision is reached as to whether the leave of absence request has been authorised or denied. You will receive a copy of this form outlining the decision and a copy will be placed into your child's records.

These forms can be found on our school website under 'School Holidays' and hard copies can also be obtained from the school office.

Thank you for your co-operation in this matter.

Yours sincerely

Mrs R Donnelly
Head Teacher