



St Cross Catholic Primary School

ABSENCE OF LEAVE FORM – EXCEPTIONAL



As a parent or carer, you should fill in this form if you wish to take your child out of school during term time. Such absences are **actively discouraged** by the school as they invariably interfere with educational progress and should only be requested if they are unavoidable. Requests will only be authorised in exceptional circumstances.

After completing the form, please return it to the head teacher **no less than 3 weeks** before the date when you want the period of absence to start.

Schools may decide whether or not to authorise leave of absence for a family holiday. Parents or Carers should not expect such leave to be granted as of right. Permission will not be given if it is applied for after the holiday has taken place. The conditions under which leave of absence for term-time holidays may be granted are contained in Reg. 7 of The Education (Pupils Registration) (England) Regulations.

Name of Pupil/Year Group:	
Date of First Day/Time of Leave:	
Date of Last Day/Time of Leave:	
Return to School Date/Time:	
Total No. of Days Requested:	
Reason for Leave Request:	

OFFICE USE ONLY	
Current Year's Attendance (%)	
Previous Year's Attendance (%)	
Has Leave of Absence been taken before?	YES/NO
Reason for previous Absence (if applicable)	
Leave Authorised / Unauthorised Signed: _____ Mrs J Walsh, Headteacher	