

ST JOSEPH'S RC PRIMARY SCHOOL

Leave of Absence Request

Please complete and return to the school office at least one week before your requested dates.  
Legislation introduced in September 2013 states that we are unable to authorise any leave of absence for pupils (including family holidays) during term time unless there are exceptional circumstances.

<b>Name of child</b>	
<b>Class</b>	
<b>First day of absence</b>	
<b>Last day of absence</b>	
<b>Total school days</b>	
<b>Reason</b>	
<b>Signed Parent/Carer</b>	

For office use only       Authorised     Unauthorised     SIMS updated by \_\_\_\_\_ on \_\_\_\_\_

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**Name of child:** \_\_\_\_\_      **Class:** \_\_\_\_\_

**Leave of absence dates:** \_\_\_\_\_

Your leave of absence request for the above dates has not been authorised and therefore will be recorded as an **unauthorised absence**.

Your leave of absence request for the above dates has been authorised and therefore will be recorded as an **authorised absence**.

If you have any further questions regarding this matter, please do not hesitate to contact me.

Miss C Hedley

Headteacher