

# ST. WINIFRED'S RC PRIMARY

## Application for Leave of Absence from School

Pupils attend school for a maximum of 190 days each academic year which runs from 1<sup>st</sup> September – 31<sup>st</sup> August. Regular attendance is vital for your child's educational progress.

This form should be complete and submitted a minimum of four weeks ahead of the start of the proposed leave of absence. A separate form should be completed for each child that leave of absence is being requested for. Parents and carers are reminded that leave of absence taken without permission may result in the issuing of fixed penalty fines by the local authority of up to £160 per parent per child or prosecution. Parents are also reminded that leave of absence for the purpose of holidays in term time can no longer be granted unless in the most exceptional circumstances

If you wish your child to be absent from school, please complete this form and return it at least two weeks before the intended absence. Thank you.

Surname of Child ..... First Name .....

Date of Birth ..... Class/Form .....

Name of Parent/Carer ..... Relationship to Child.....

Home Address .....

Postcode ..... Telephone Number .....

Reason for request .....

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Length of Absence (number of school days) ..... Destination .....

Date of Departure ..... Date due back in school .....

Parent/Carers signature .....

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### **FOR OFFICE USE ONLY**

Is the pupil in a year group which involves a statutory assessment? \_\_\_\_\_

Percentage attendance on date form submitted \_\_\_\_ % Attendance Last Year \_\_\_\_%

Permission for absence **is** granted for \_\_\_\_ days. Permission for absence **is NOT** granted for \_\_\_\_ days.

Reason(s) for permission not being granted: \_\_\_\_\_

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Signed ..... Date .....