

HOLY NAME RC PRIMARY SCHOOL
APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Regular school attendance is vital for your child's educational progress. We expect all parents/carers to ensure that their children attend school whenever possible. Absences due to holidays taken in term time can impact on your child's progress. If you wish to apply for your child to be absent from school, please complete this form and return it to school at least four weeks before your intended departure date. Requests for leave of absence will be considered in line with our policy and will only be authorised for exceptional circumstances. Please note if your leave of absence has not been authorised or in cases where it has been authorised and your child does not return to school on the agreed due date, you may be issued with a Penalty Notice of £60 which will rise considerably if the fine is not paid within a specified time

PARENTS/CARERS SECTION

Name of child _____ Date of Birth ____/____/____ Class _____

Name of parent/carer _____

Home Address _____

Home Telephone _____

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Mums Mobile Number

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Dad's Mobile Number

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Last day in school ____/____/____ First day back in school ____/____/____ School days absent _____

Destination _____ Reason for request _____

Parent/Carers signature _____ Please print your Name _____

HEADTEACHER'S SECTION

Number of days approved _____ Not approved

Reason _____

Headteacher's signature _____