

**For office use only:**  
Pupil attendance % to date \_\_\_\_\_



# St Charles RC Primary School

## LEAVE OF ABSENCE REQUEST FORM

St Charles RC Primary School does not give permission for holidays in term time. If you take your child/ren out of school for a holiday during term time, they will be referred to the Local Authority if necessary.

If there are very exceptional circumstances why you have to take your child/ren out of school you must provide evidence of this and apply for leave at least **two weeks** before the start of the leave.

The Department for Education expects parents/carers to organise holidays outside of the school term dates. Your child/ren's learning will suffer by taking them out of school and it may also result in disruptions to the learning of others.

Child/ren's name: \_\_\_\_\_ Year group: \_\_\_\_\_

Reason(s) for request:

.....  
.....  
.....  
.....

Date(s) of absence from: \_\_\_\_\_ to \_\_\_\_\_

Have you previously taken time off in term-time? No  Yes

***I understand that if my child/ren have not returned to school by the date above, I must contact the school to let the Headteacher know and also provide evidence in support of the late return on arrival back to school. If you are unable to provide acceptable evidence, you child's absence will be marked as unauthorised and will be referred to the Local Authority if necessary.***

Signed: \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_

Leave approved? No  Yes

Comment:

.....  
.....

Refer to ACE Team? No  Yes

Signed: \_\_\_\_\_ (Head) Date: \_\_\_\_\_