

St Mary's Catholic Primary School & Nursery

Leave of Absence Form

Important Information for Parents/Carers

The Minister for Education has recently announced that from 1st September 2013 - Schools, can no longer grant leave of absence during term time unless there are explicit exceptional circumstances.

PUPIL DETAILS

Name(s)..... Class(es).....

DATES OF REQUESTED ABSENCE - to avoid confusion please complete ALL information below.

Last day of school.....First day of return to school.....

Totals Days Requested ☐

REASON FOR PROPOSED EXCEPTIONAL CIRCUMSTANCES

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Parent(s)/Carer(s) Full Names.....Date of Birth.....

.....Date of Birth.....

Address.....

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Signature of Parent/Carer (1).....

Signature of Parent/Carer (2).....

I understand that keeping my child off school during term time MAY result in a penalty notice of £60 per parent per child being issued by the Local Authority.

Please tick box ☐

FOR OFFICE USE ONLY:

Attendance % ☐

	Yes	No	Date
Interview offered to Parent/Carer			
Authorised by Headteacher			
EWO informed			

Registration Code ☐