



St Cuthbert's Catholic Primary School

"We are a Catholic community, living and learning in faith.

Through the Gospel values of faith, hope, trust and love, we aim to recognise individuality and enable each other to fulfil our potential"

Application for leave of absence for exceptional circumstances

Please read the following guidance carefully.

As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days.

Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which becomes law on 1st September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.

Please complete and submit this form if you want the Headteacher to consider your request for your child's leave of absence for exceptional circumstances. We may ask for proof to back up your request.

The Headteacher will consider the reasons for the request carefully and will notify you of the decision.

Name of child:	Class:
I am applying for leave of absence for my child for	
from:	to:
Number of school days:	
The exceptional circumstances for which leave is requested:	
Has your child already had leave of absence in this school year? YES / NO	

If YES, please give dates and details:

I also have children at...

Signed: (Parent/Carer)

Date:

To be completed by the Headteacher

Child's attendance level over the last 12 months:

Our overall school target for attendance this year is

97.8%

Having considered your request carefully, my decision is that leave of absence is:

Approved

The absence will be recorded as authorised.

Not approved

The absence will be recorded as unauthorised.

Explanatory notes:

Signed:

(Headteacher)

Date: