OUR LADY STAR OF THE SEA CATHOLIC PRIMARY SCHOOL

EXCEPTIONAL LEAVE OF ABSENCE

PLEASE NOTE: *Due to government legislation,* ***all holiday absence will be classed as unauthorised.***

I/We wish to apply for leave of absence for my child(ren) as follows:

Name of child(ren) ..... **Class(es) .....**

from ..... to ..... No. of days to be absent .....
(First date of absence) (Last date of absence) (Total number of school days to be absent)

Reason for absence: ☐ Family holiday – this will be unauthorised. ***Please provide evidence of holiday booking***

☐ Exceptional circumstances ***Please attach supporting evidence***

☐ Other reason (detail below and **attach supporting evidence**)

Signed ..... Parent/Carer Date ...../...../.....

✂ .....

FOR OFFICE USE ONLY – COMPLETE AND RETURN TO PARENT (copy to be retained by school)

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Name of child(ren) ..... **Class(es) .....**

Your intention to take your above child(ren) out of school has been noted:

☐ this has NOT BEEN AUTHORISED due to government legislation as it does not fall into our exceptional circumstances categories. The absence will show as an unauthorised absence on your child's attendance record and may be referred for the issue of a Fixed Penalty Notice.

☐ this has been authorised as follows:-

From ...../...../..... To ...../...../..... Total No. of days agreed .....
(First Date of Absence) (Last date of absence)

Signed ..... (Headteacher)

Date ...../...../..... Current Attendance %.....