

St. Peter & St. Paul School, Burgh-le-Marsh
Application for Pupils - Leave of Absence Form

Please use a separate form for each child.

Date of Application	<input style="width: 100%;" type="text"/>		
Child's Name	<input style="width: 100%;" type="text"/>	Year	<input style="width: 100%;" type="text"/>
Address	<input style="width: 100%; height: 20px;" type="text"/>		
	<input style="width: 100%; height: 20px;" type="text"/>		
	<input style="width: 100%; height: 20px;" type="text"/>		
First day of proposed absence	<input style="width: 100%;" type="text"/>		
Date on which child will return to school	<input style="width: 100%;" type="text"/>		
Reason for Request	<input style="width: 100%; height: 20px;" type="text"/>		
	<input style="width: 100%; height: 20px;" type="text"/>		
	<input style="width: 100%; height: 20px;" type="text"/>		
Signed (Parent / Carer)	<input style="width: 100%; height: 50px;" type="text"/>		

*This form **MUST** be completed and returned to the Headteacher
BEFORE THE REQUIRED PERIOD OF ABSENCE.
Reasons for advance requests are printed on the back of this form.*

Completion by School ONLY			
	Date	<input style="width: 100%;" type="text"/>	
Authorisation Granted	Yes	<input style="width: 50px;" type="text"/>	No <input style="width: 50px;" type="text"/>
Signed (Head teacher)	<input style="width: 100%; height: 50px;" type="text"/>		

Parents need to make an advance application for the following Leaves of Absence

1. Family Holiday

Leave of Absence totalling NO MORE than 10 schools days in a school year can be granted for a child's family holiday where the parent's employment does not allow holiday leave during normal school holiday time.

2. Participation in approved public performance

3. Family Bereavement

4. Extended overseas visit

5. Truly Special Occasion

(e.g. older brother/sister graduation or brief visit from an overseas relative)

6. Day of Religious Observance

7. Interview

(e.g. a pupil visiting a school he or she will attend when moving from this school)

8. An off site activity such as approved tuition

9. An "Activity of a Special Nature"

considered on its own merits by the Headteacher who would grant authorisation at her discretion having taken into account the nature of the activity and the child's attendance record.

These requests for absence, if approved, will be recorded as an "Authorised Absence"

If your child's attendance has not been consistent approval will not be granted.

Such requests must be made in advance; retrospective applications cannot be considered.