Saint Peter and Paul's RC Primary School
Application for Leave of Absence **Regulation 8 – Education (Pupil Registration) Regulations 1995**

PLEASE NOTE: PARENTS ARE EXPECTED TO TAKE FAMILY HOLIDAYS DURING **SCHOOL HOLIDAYS**

Name of Parent/Carer: PRINT NAME:		
Proposed Dates of Absence From:	To:	(inclusive)
I request permission from the school for m	y child:	
PRINT NAME:		
to be granted Leave of Absence for the aborderse give details and reasons for the particles.		
Signature of Parent/Carer:	Date:	
The completed form should be submitted	to the Headteacher prior to the h	oliday being booked and certainly not
the class teacher before submission to avoi	id important dates i.e. assessments, Co	ngly advised to discuss the application with ommunion preparation etc. nt and previous academic years' attendance
· · · · · · · · · · · · · · · · · · ·	· ·	term time will not be granted, unless there
are <u>exceptional</u> circumstances acceptable	to the school. Please note that only (ONE period of extended leave may be taken
during the whole of your child's Primary Education Please note that the local authority has in		ons, a policy whereby fixed penalties may be
issued for unauthorised absences.	The Wiff Soveriment Coordinates	no, a policy who oby these policines may be
Permission will not be g	granted for leave of absence immed	iately prior to or during
	assessment periods.	
If your child is absent for a	n will help to give your child the be ny period, he or she may miss essen	tial elements of their learning
For Office use only:		
Dear		
Leave of absence for (Child/children	n's name/s)	
for (dates) has	s been authorised.	
For (dates) wil	l be unauthorised and you may b	be liable for a fine if your child is
absent from school.		
Signed:	Mrs Bates (Head teacher)	