



St. Aloysius' Catholic Primary School

Attendance Policy

Leave of Absence Request Form

Full school attendance is vital for your child's educational progress.

Headteachers only have authority to agree to a leave of absence during term-time in exceptional circumstances.

Parents do not have any right to have leave of absence during the term and if their request is refused the absence may be unauthorised. Please note Year 6 SATs week should be avoided. Failure to return on the date indicated may result in a loss of school place.

Except in an emergency, this form should be completed a minimum of two weeks before the required date and should include details of any other siblings and where they attend school.

Please complete the following information and then return this form to the School Office, thank you.

I request that my child:

Name:

To have authorised absence from:

Date:

Up to and including:

Date:

Exceptional circumstance:

Other children in the family are:-

Name	Age	School
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

I understand that if my request is denied and my child is absent during this period the absences will be unauthorised.

Signed: <input type="text"/>	Parent/carer: <input type="text"/>	Date: <input type="text"/>
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Leave of absence agreed / refused for the following reason;

Signed: <input type="text"/>	Headteacher: <input type="text"/>	Date: <input type="text"/>
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