

St Benet's RC Primary School
Application for Leave of Absence during Term Time



Pupil Details

| | | | |
|---------------|--|------|--|
| Name: | | DOB: | |
| Address: | | | |
| Class / Form: | | | |

Leave of Absence Details

| | | | |
|---------------------------------------|--|-------|--|
| Start date of requested absence | | | |
| End date of requested absence | | | |
| Return to School Date | | | |
| Total number of days requested | | | |
| Reason for leave of absence request: | | | |
| | | | |
| Name of parent /carer (please print): | | | |
| Signature: | | Date: | |

Attendance Information for Parent(School Use Only)

| | |
|--------------------------------------------------|---------------|
| Your child's % attendance for the past 12 months | |
| Low | 95% & below |
| Average | 95.1%-96% |
| Above average | 96.1%-98% |
| High | 98.1% & above |

For School Use Only

| | | |
|---------------------------------------------------|------------|-----------|
| Previous leave total this academic year | | |
| Given above information, is the absence approved? | YES | NO |
| Signature of Head teacher | | |
| Date | | |
| Register code to be used for this absence | | |

To Parent/Carer of

Your leave of absence request has been:

Authorised

Denied

This request cannot be authorised because:

- We cannot authorise holidays taken in term time, however there will be no fine imposed on this occasion.
- Please read the attached letter