St Mary's Catholic Primary School

Application for Leave of Absence

Part 1 – parent / Carer to complete			
Child's name			Year Group
Dates for which leave of absence is requested			
From: (first day of absence)		To: (Last day of absence)	Number of school days:
Please give the reason why you consider this leave should take place during the school term instead of during the school holidays: (You may wish to attach a separate letter to support your request) Date Signed: (Parent / Carer)			
Part 2 – To be completed by school			
Level of attendance during last academic year: Level of attendance during current academic year:			
Part 3 – to be completed by the Principal (or nominated person)			
Leave of absence authorised / unauthorised (delete as appropriate) Date: Signed:			