

LEAVE OF ABSENCE – REQUEST FORM

Our Lady & St Joseph Catholic Primary School

To Mr Sean Flood --- Head Teacher

Child's Name _____

Class _____

I request permission for the above named child/children to be absent from school on the following dates:

From (date) _____ To (date) _____

Total Number of Days _____

Reason for absence request: _____

Signed _____ Parent/Carer Date _____

CONFIRMED

Head: _____ Date _____

This form is to be completed by the parent (preferably with parental responsibility) and forwarded to the Head of the school at least 10 days before the period of absence.	Leave can only be granted under ' exceptional circumstances ' Please define what makes this request an ' exceptional circumstance '	Teacher/Attendance Officer X when seen. _____
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Please note a leave of absence will not be authorised for a family holiday during term time.

You, as parent/carers, have a legal obligation to ensure that your child is in school during term time. Any unauthorised absences will be reported to London Borough of Hackney Attendance Officers.

