



ST. AUGUSTINE'S CATHOLIC PRIMARY SCHOOL

Application for Exceptional Leave

This form is for parents seeking leave of absence for their children during term time.

Parents do not have a legal right to take their children out of school for a holiday during term time. In exceptional circumstances, however, the school may decide to grant up to 10 days leave of absence during any academic year.

The decision on whether to authorise such absence is taken by the Headteacher. Exceptional circumstances might include the need to visit a close relative who is seriously ill, or a unique, one-off, never-to-be-repeated occasion which can only take place at the time requested. The fact that a holiday is cheaper during term time will not be accepted as exceptional circumstances.

In reaching a decision the Headteacher will take into consideration the child's previous attendance record – leave of absence will not usually be granted if there is a past record of poor attendance.

The following form should be completed as soon as possible and returned to the Headteacher.

Child's name:	Class:
Date requested leave will commence:	
Date child will return to school:	
Reason for absence (please include sufficient information to make a judgement about 'exceptional circumstances' possible)	
Signed: <i>Parent/Carer</i>	Date:

Approval:	Yes:		No:	
Signed: Headteacher	Date:			