

Sacred Heart Catholic Primary School & Nursery

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APPLICATION FORM for Leave of Absence

Recent changes to legislation make it clear that schools may not grant any leave of absence during term time unless there are **exceptional circumstances**. Headteachers no longer have the discretion to allow up to 10 days in a school year for a family holiday or to agree to extended leave for parents to visit their country of origin. Parents or carers should not expect such leave to be granted and permission **will not** be given if it is applied for after the holiday has taken place.

We are sure that you will want the best education for your child/children. By taking family holidays during the designated holiday periods, you will be supporting your child's full school attendance, learning and development.

Please complete the form below and return to the Headteacher no less than 2 weeks before the date when you want the absence to start.

Child/Children's Name/s:

Date/s requested:

From To 2019

Time (if collecting early from school and whether school meal required)

If yes, please indicate your child's meal choice **Red** **Green** **Yellow**

Specify Reason:

Parent Signature:

Date:

For office use

..... days will be authorised days will be unauthorised

Mrs A Smith
Head of School

SIMS: _____ Date: _____

