Appendix 1

St Mary’s RC Primary School

APPLICATION FOR LEAVE OF ABSENCE – Exceptional

Circumstances

The fundamental principles for defining ‘exceptional’ are rare, significant, unavoidable

and short. And by 'unavoidable' means an event that could not reasonably be scheduled

at another time.’

If you wish to apply for your child to be absent from school for an exceptional circumstance,

please complete this form and return it to the school office at least 3 weeks before the

intended departure. We advise you not to make bookings prior to receiving authorisation.

As identified in our school attendance policy, penalty notices may be issued to parent/carers

who have not sought prior permission for leave or who remove pupils after a request has been

refused. Your child may also lose their place at the school.

Failure to pay a penalty notice could result in the Local authority starting legal proceedings

against you for the offence of failing to ensure your child’s regular attendance at school.

CHILD’S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CLASS \_\_\_\_\_\_\_\_

DATES OF ABSENCE: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NUMBER OF DAYS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

REASON FOR ABSENCE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please include the REASON WHY YOU ARE UNABLE TO ARRANGE THIS DURING SCHOOL CLOSURES: (Please provide us with as much detail as possible to aid our decision).

SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For office use only:

Unauthorised \_\_\_\_\_\_\_\_\_\_\_ Days Authorised \_\_\_\_\_\_\_\_\_\_\_\_ Days Code \_\_\_\_\_\_\_\_\_\_\_