



APPLICATION FOR OF ABSENCE FROM SCHOOL

The taking of leave during school time is **not a right**. The school holiday dates are published a year in advance and we therefore do not see any reason for parents to take their child/children out of school during term time.

Term time absences are detrimental to the learning of individual pupils. They should be avoided and will only be authorised by the school in **exceptional circumstances**.

The school will not authorise any leave of absence unless there are exceptional circumstances; where the reason for the absence is unavoidable and its date cannot be changed.

In the majority of cases, applications for leave in exceptional circumstances must be received by the school not less than 3 weeks before the intended period of leave.

Full name/s of child/ren		Class/es
Date of Absence:	Date of Return to school:	
Total Number of Days:		
Reason for absence (please give the details):		
Signature of parents/carers		Date:

