

St Mary Magdalen's Catholic Primary School

Parents and carers are reminded that in accordance with legislation and guidance from the Department for Education, approval for leave of absence will rarely be approved. Parents and carers are strongly discouraged from disrupting their child's educational progress for the purpose of a holiday during term time.

This form should be completed and submitted to the Headteacher within 4 weeks of the start of the proposed leave. Separate forms should be completed if you have more than one child.

Parents and carers are reminded that term time holidays taken without permission may result in the issuing of a Fixed Penalty Notice by the Local Authority of up to £160 per child.

Pupil Details

Name:		DoB:	
Address & Postcode:		Class/ Form	

Applicant details

Full Name:		DoB:	
Address & Postcode:		Contact Number:	
		Relationship to pupil:	

Other parent details

Full Name:		DoB:	
Address & Postcode:		Contact Number:	
		Relationship to pupil:	

Siblings

Name:		School:	
Name:		School:	

Leave of Absence Request Details

Start date of requested leave:		End date:	
Return to school date:		No. of days:	

What are the exceptional circumstances for your leave of absence request that you wish the Headteacher to consider?

Name of persons accompanying the child?

Name of parent / carer (print):

Signature:

Date:

Name of parent / carer (print):

Signature:

Date:

For School Use

Current attendance % :

Previous LOA? :

Does the LOA request time coincide with SATS / other examination periods :

Any mitigating / aggravating circumstances (Including any ongoing medical issues):

Child's current / potential level of attainment?

Is the LOA approved?:

YES

NO

If **YES** - Number of days to be authorised for this LOA application:

Signature of Head Teacher:

Date:

*Register Code to be used for this LOA: