

OUR LADY OF LOURDES PRIMARY SCHOOL

REQUEST FOR LEAVE OF ABSENCE

Please note the government guidance:

Leave of Absence

Headteachers should not grant leave of absence, unless in exceptional circumstances. The application must be made in advance and the headteacher must be satisfied that there are exceptional circumstances which warrant the leave. Where a leave of absence is granted, the headteacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the headteacher's discretion.

Leave of absence for my child is requested in accordance with the conditions set out above, details are as follows:

Name of child/ren: _____ Class _____
_____ Class _____
_____ Class _____

Name of parent/carer: _____

Leave of absence is requested from _____ to _____

For an exceptional circumstance. (Please specify the circumstance)

Signature of Parent: _____ Date: _____

Signature of Headteacher: _____ Date: _____

(if request is granted)