

LEAVE OF ABSENCE – REQUEST FORM



Our Lady & St Joseph Primary School

This form is to be completed by the parent/carer with parental responsibility and forwarded to the Head of the School at least 10 days before the period of absence. Leave can only be granted under **exceptional circumstances**. Please define what makes this request an exceptional circumstance.

Please note, a leave of absence will not be authorised for a family holiday during term time.

To: Aoife O’Grady, Headteacher

Child:

Class:

I request permission for the above named child/children to be absent from school on the following dates:

From (date):		To (date):	Total Days:
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Reason for absence request:	
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Address whilst absent from school (if different from home address):	
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Flight details (if travelling abroad):	Outbound:	Inbound:
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Contact number:	
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Signed (parent/carer)	
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Date:	
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You, as a parent/carer, have a legal obligation to ensure that your child is in school during term time. Any unauthorised absences will be reported to London Borough of Hackney Attendance Officers.

Authorisation:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Authorised by:	
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Reason for authorisation:	
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