



St. Ethelbert's R.C. Primary School

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Headteacher: Mrs. M. Messham



LEAVE OF ABSENCE REQUEST

The law states that parents do not have the right to take their children out of school for holidays during term.

THEREFORE ALL REQUESTS FOR HOLIDAY LEAVE WILL NOT BE AUTHORISED.

The Headteacher is the only person who decides whether an absence is authorised or not.

Only in exceptional circumstances will leave be granted.

If a child stays away from school after an authorised period, an unauthorised absence will be marked.

It is the Headteacher's decision as to whether or not an Educational Penalty Notice is issued.

Name of child _____	Class _____
Dates for requested absence: _____	Total of _____
Reason for absence : _____	

Parents signature: _____	Date: _____

Office use only	
% Attendance _____	Previous requests _____
Number of days authorised _____	Number of days not authorised _____
Signature of headteacher _____	Date _____

St. Ethelbert's R.C.P. School

Number of days authorised



Number of days not authorised



Name of child: _____ Class _____

Signed: _____ Date _____

Absence resulted in fixed penalty notice:

YES

NO