



ST. MARY'S CATHOLIC PRIMARY BLACKBROOK
APPLICATION FOR A LEAVE OF ABSENCE

Name of Child: Class:

Dates of the Proposed Leave of Absence:

From To(Inclusive)

Nature of Absence:

Justification: (Please state the exceptional circumstance as to why the absence must be taken during term time)

SignedParent/Carer Date

Office use only:

Holiday granted last academic year	<input type="checkbox"/>	Is child reaching age related expectation?	<input type="checkbox"/>
Number of School days in proposed LOA	<input type="checkbox"/>	Current % attendance	<input type="checkbox"/>
Previous number of school days LOA already taken	<input type="checkbox"/>		
Number of LOA school days agreed	<input type="checkbox"/>	unagreed	<input type="checkbox"/>

Signed _____ Headteacher

You may be asked to meet with Mrs Ashton to explain the circumstances of the requested leave.

Please be aware that St. Mary's Blackbrook have adopted the use of Fixed Penalty Notices (FPN) in line with the Education (Penalty Notice) (England) (Amendment) Regulations 2013, regarding the issue of FPN's for unauthorised/unagreed absence.