



St Catherine's (C of E) Primary School Application for absence from school

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. The Local Education Authority expects all parents/carers to ensure that their child attends school whenever possible. Absences due to holidays, taken during term time, could hinder academic attainments and school cannot legally authorise holidays during term time.

Unless there are exceptional circumstances, leave of absence will not be granted for:

- Family holidays and breaks, including for the reason of cost considerations
- Parents' profession or place of work making it difficult to align school and work holidays;
- Educational visits arranged by family members during school time;
- Family birthdays or other events;
- Child's own birthday;
- At any time during SATS weeks;
- At any time when this would be detrimental to the child due to his/her Special Educational Needs.

If you wish to apply for your child to be absent from school, please complete this form and return it to the school office at least two weeks before the intended departure.

Holidays cannot be authorised retrospectively.

PARENTS SECTION		
Name of child:	Class:	
Reason for absence:		
Date of absence	From:	To:
Total number of school days to be taken:		
Signed:		Date:
Name of Parent/Guardian:		

SCHOOL SECTION		
Leave Approved		
Signed	Head Teacher	Date:

Current attendance percentage:
Number of Previous Applications granted: