



St. John the Baptist C.E. Primary School
Application for school pupil's leave of absence – June 2013

Government regulations state that pupils should only be absent from school in “exceptional circumstances”. Before making an application for absence parents should familiarise themselves with the “Working together guide on pupil absence” which is available on the school website and from the school office.

If you believe that the absence you wish to take is because of exceptional circumstances then this form should be completed and returned to the school office at least 10 school days prior to the first date of the absence.

NAME OF PUPIL.....**CLASS**.....

Name of parent(s) making the application.....

Does the child live with both parents? Yes / No (Please delete as applicable).

Please note that if the child lives with one parent, a copy of the decision reached will be sent to both parents.

I believe that the absence I am requesting is because of exceptional circumstances for the following reasons;

.....

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The first day of absence being requested is _____

Signed.....**Parent / Guardian** **Date**.....

Meeting notes

Date of meeting with parent(s) _____

Who attended _____

Comments _____

Absence request: **agreed** **declined** **(Please circle)**

If agreed then number of school days & inclusive dates of absence to be authorised

Signed..... **Date**.....