



**APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL**

In September 2013, the Government no longer allowed holidays during term time. At Sacred Heart both Staff and Governors regard regular school attendance as vital for your child's progress. We expect all parents/carers to ensure that their children attend school whenever possible. Absences during term time can severely impact on your child's progress.

As you are aware absence from school is without notification to the school is considered a serious safeguarding issue. If you wish to apply for child to be absent from school, please complete this form and return it to school at least two weeks before your intended leave dates. Requests for leave of absence will be considered in line with our policy and will not automatically be authorised.

The Headteacher will look at extenuating circumstances when considering this request.

If your child is absent from school because they are on holiday or their leave of absence has not been authorised or they do not return to school on the agreed date, you maybe issued with a penalty notice of £60 rising to £120

Please complete the following information below

Surname of Child ..... Forename .....

Date of Birth ..... Year Group .....

Surname of Parent/Carer ..... Forename .....

Home Address .....

Landline Telephone 0161 ..... Mobile Number .....

Reason for request .....

Length of Absence (number of school days) ..... Destination .....

Last Day in School ..... First Day Back in School .....

Name and telephone number of Emergency Contact in Manchester during the absence

Name ..... Contact Phone number .....

Parent/Carers Signature ..... Date.....

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For Office Use Only

Leave approved Please circle Yes No

Reason for refusal/authorisation delete as appropriate.....

.....Mrs J Bramhall .....date