

Appendix 1

**St Monica's Catholic Primary School
Application for Leave of absence**



- To be completed by the parent with day-to- day care of the pupil requesting absence
- Schools by law have to account for all pupil absences, therefore all applications for leave during term time have to be formally approved by the school.
- If the absence is not approved, but taken, it will be recorded as UNAUTHORISED.
- The Education Welfare Service has a legal obligation to monitor all absences and take action as necessary.

Child's Name: _____ Class: _____

Date of application: _____

Date of proposed absence:

FROM: _____ TO: _____ (Inclusive)

Circumstance requiring application for authorised leave of absence.

<i>Please tick box as appropriate</i>	
Attendance at external exams (e.g. music/ entrance exams)	
Transition visits to new schools	
Approved sporting activities e.g. when a child is competing in an outside event	
Approved educational activity.	
Medical/ Dental appointments	
Religious observance	

Details:

(Additional supporting evidence may be provided if you wish.)

Signed: (Parent/Guardian)

For official use only	
Absence authorised: yes/ no	Attendance code recorded.....
Signed: (Head teacher)	Date:
Noted by Education Welfare officer:	Date: