



St. Joseph's Catholic Primary School

Leave of Absence Form

Attendance is now the single biggest influence on pupil attainment and as such the school expects parents to take children on holiday during the 14 weeks when the school is not in session. Authorisation for absence from school for holidays in term time is considered on an individual basis and will only be granted if it meets the following conditions:

1. a request is made in advance to the Headteacher by the parent(s) "with whom the pupil normally resides"
2. the pupil has an attendance record of **over 95%** from the start of the academic year to the date of the request.
3. The absence does not take place at a crucial time of the year e.g. during standard assessment tests (SATs)
4. The absence has social, cultural, religious or emotional benefit for the child.

Please ensure all sections are completed in full before returning this form to Mr Rakowski.

I/We request leave of absence from school for:

Child's Name	Class

for the dates of to

For the following reason/s (please give as much detail as possible as certain factors may be taken into consideration):

Your name/s (BLOCK CAPITALS).....

Address:.....

Relationship to Child Signature(s)..... Date:.....

SCHOOL USE ONLY:

Please attach: a printout of child's current attendance rate

Request received on: _____ Authorised: Not Authorised

Signature Date.....